

2011/2012

# CREDIT CALENDAR

ACADEMIC UPGRADING | BUSINESS | FINE ARTS | HEALTH CARE | TOURISM | TRADES | UNIVERSITY TRANSFER

Inspiring opportunities to explore, learn & grow.

# New! **DUAL ADMISSION**

A **guaranteed** university degree path  
available **exclusively** through NIC

Dual admission offers students direct admission to both college and university, with automatic course transfer between institutions for up to two years. This gives students a guaranteed degree path at the start of their education plus all the savings and convenience of starting out at college. Here's how it works:

## STEP 1:

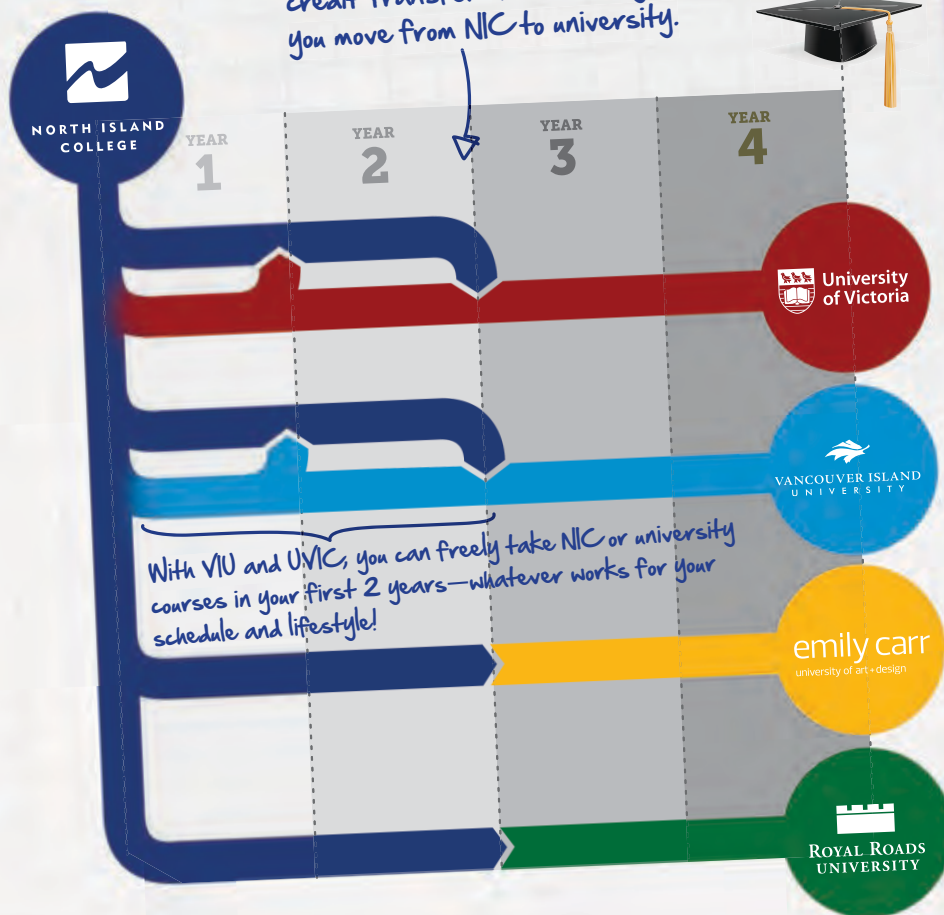
Start your education with confirmed admission to university **PLUS** the convenience and affordability of taking degree courses at NIC.

## STEP 2:

Your student records and course credit transfer automatically when you move from NIC to university.

## STEP 3:

Graduate with a degree from your chosen university!



Applications are now being accepted  
for September 2011 entry.

Each university offers its own unique dual admission opportunities, eligibility requirements and benefits, including year-round access to university facilities and recreation. For all the details, please visit [www.nic.bc.ca/dualadmission](http://www.nic.bc.ca/dualadmission) or call 250-334-5000.

NORTH ISLAND



COLLEGE

## EDUCATION MATTERS

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**WELCOME** to North Island College—a college where you are encouraged and supported to achieve your dreams.

It is part of our vision to inspire and prepare you for success in a rapidly changing world. We believe North Island College is a gateway to education, work and life and that attending North Island College will put you on a path to personal growth and educational and professional success.

As one of our student's said recently, "When I hear the words North Island College, the first thing that comes to mind is a school filled with community spirit, well-educated students, and a forward thinking staff and faculty that offers high caliber education, with flexibility, and helps those within our communities to reach their educational goals."

Whatever your goals, our staff and faculty are dedicated to helping you achieve success. 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 vibrant community of learners focused on preparing you to succeed locally today and shape the world of tomorrow.

Our advantages are numerous: small class sizes that allow 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 programs that lead to rewarding careers within our communities. In addition, North Island College has formalized dual admission agreements with the University of Victoria, Emily Carr University and Vancouver Island University.



At NIC, we're committed to providing high quality education and opportunities for lifelong learning in all of the North Island communities we serve. We are fortunate to be located in one of the most stunningly beautiful, natural environments in the world. With that in mind, we offer many courses and programs that celebrate this unique 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!

Sincerely,

A handwritten signature in black ink, which appears to read "Jan Lindsay". The signature is fluid and cursive, with a large loop at the end.

**Dr Jan Lindsay**

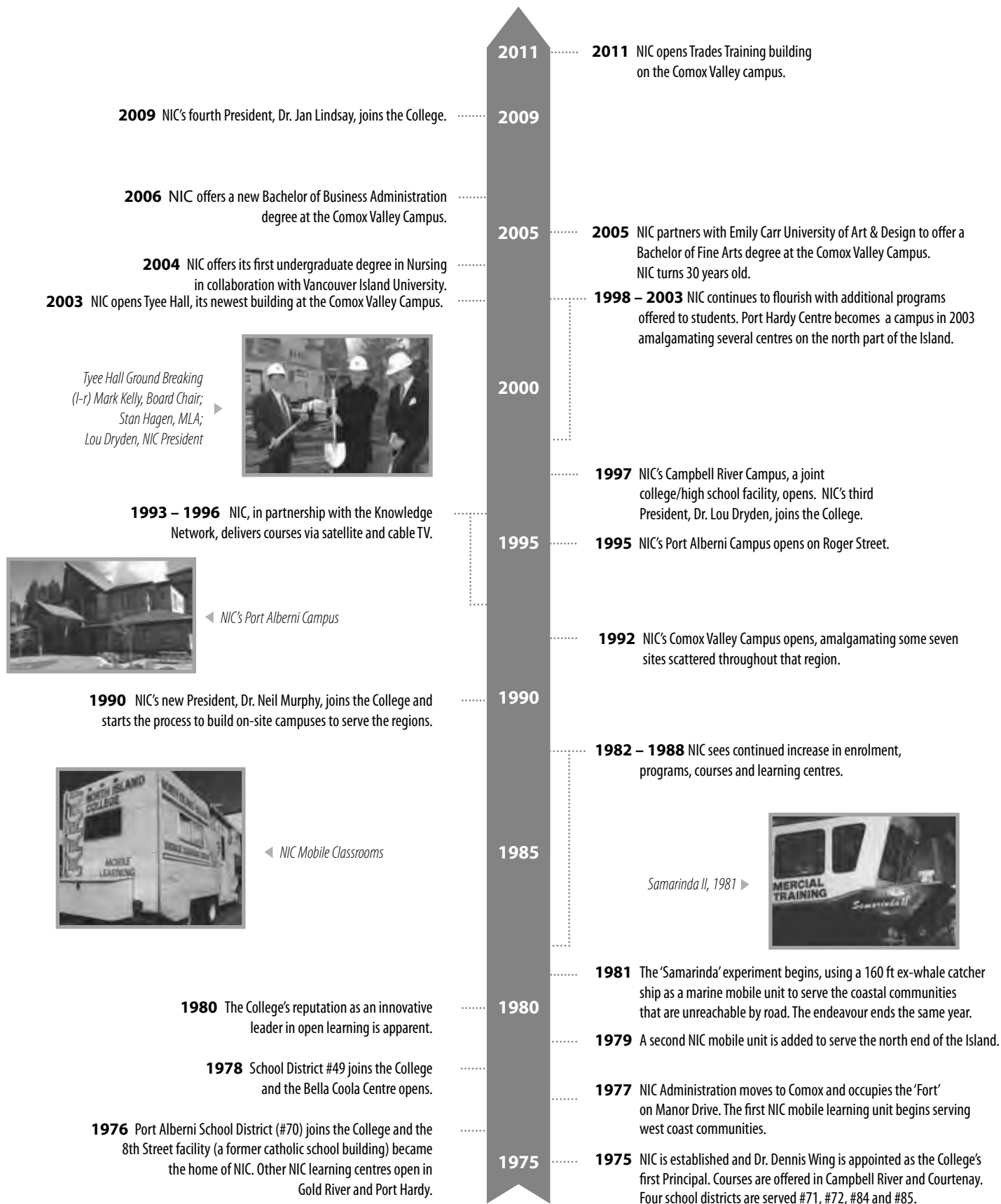
*President, North Island College*

### **About the North Island College 2011 – 2012 Calendar**

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

1. The Credit Calendar is not intended to be a complete statement of all procedures, policies, rules and regulations at North Island College. Those people wishing more information may obtain it at any of the College's Campuses or Centres.
2. The College reserves the right to cancel or change any provision or requirement at any time.
3. Faculty or advising staff may assist in the planning of programs, but the final responsibility for meeting the requirements for certificates, diploma and degrees rests with each student.

# THE NORTH ISLAND COLLEGE STORY



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## PROGRAMS AT A GLANCE

CREDENTIALS					PROGRAM	PAGE NUMBER	LOCATION				
N/A OR (V) VARIES	ASSOCIATE DEGREE	DEGREE	DIPLOMA	CERTIFICATE			CAMPBELL RIVER	COMOX VALLEY	PORT ALBERNI	PORT HARDY	COLLEGE WIDE
N/A					Aboriginal Education	171		•	•		
N/A					Access for Students with Disabilities Programs	38					
				•	Administrative Assistant Certificate	54	•	•	•	•	•
N/A					Adult Basic Education	167	•	•	•	•	•
			•		Advanced Communication Design Diploma	75		•			
			•		Adventure Tourism Management Diploma	109	•	•			
				•	Aircraft Structures Technician (AME-S)	120	•				
				•	Animal Care Aide Certificate	79		•			
N/A					Apprenticeship Technical Training	122	•	•	•		
	•				Associate of Arts Degree	149	•	•	•	•	•
	•				Associate of Science Degree	152					
				•	Automotive Service Technician Foundation	123	•		•		
		•			Bachelor of Arts Degree in Liberal Studies	147		•			
		•			Bachelor of Business Administration Degree, Accounting Major	44		•			
		•			Bachelor of Business Administration Degree, General Management Major	46		•			
		•			Bachelor of Business Administration Degree, Marketing Major	48		•			
		•			Bachelor of Fine Arts Degree, Emily Carr University	68		•			
		•			Bachelor of Science in Nursing Degree	91		•			
			•		BC Adult Graduation Diploma	169	•	•	•	•	•
				•	Business Administration Certificate	41	•	•	•		
			•		Business Administration Diploma	42		•			
			•		Business Administration Post Degree Diploma	50		•			
				•	Carpentry Foundation	125		•	•		
				•	Coastal Adventure Tourism Certificate	107		•			
			•		Communication Design Diploma	73		•			
				•	Computing Accounting Assistant Certificate	56	•	•	•	•	•
			•		Criminology Diploma	155					
				•	Drafting Certificate	127	•				
				•	Early Childhood Care and Education Certificate	82		•	•		
			•		Early Childhood Care and Education Diploma	84	•	•	•	•	•
				•	Educational Assistant / Community Support Certificate	96		•			
				•	Educational Assistant / Community Support, Indigenous Focus Certificate	99			•		
				•	Electrical Foundation	128	•				
				•	Electronics Technician Core Certificate	130	•				

CREDENTIALS					PROGRAM	LOCATION					
N/A OR (V) VARIES	ASSOCIATE DEGREE	DEGREE	DIPLOMA	CERTIFICATE		PAGE NUMBER	CAMPBELL RIVER	COMOX VALLEY	PORT ALBERNI	PORT HARDY	COLLEGE WIDE
N/A					English Language Program (formerly ESL)	170	•	•			
				•	Esthetics Certificate	See inside back cover and visit <a href="http://www.nic.bc.ca">www.nic.bc.ca</a> for details					
			•		Fine Arts Diploma	64		•			
Varies					First Aid & CPR Training	77	•	•	•	•	•
				•	Food & Beverage Management Certificate	116	•				
				•	Hairdressing Certificate	See inside back cover and visit <a href="http://www.nic.bc.ca">www.nic.bc.ca</a> for details					
				•	Health Care Assistant Certificate	86		•	•		
				•	Heavy Duty & Commercial Transport Mechanics Foundation	134	•				
					Heavy Equipment Operator Foundation	See page 37 and visit <a href="http://www.nic.bc.ca">www.nic.bc.ca</a> for details					
				•	Hospital Unit Clerk Certificate	80	•				
			•	•	Hospitality Distance Learning	118	•	•	•	•	•
			•		Human Services Diploma	105		•			
			•		Industrial Automation Technician Diploma	132	•				
				•	Joinery/Cabinetmaking Foundation	136			•		
				•	Legal Administrative Assistant Certificate	58	•	•	•	•	•
Varies					Marine Training	138	•	•	•	•	•
				•	Medical Office Assistant Certificate	60	•	•	•	•	•
				•	Metal Fabrication Foundation	141	•				
				•	Nail Technician Certificate	See inside back cover and visit <a href="http://www.nic.bc.ca">www.nic.bc.ca</a> for details					
				•	Office Assistant I Certificate	52	•	•	•	•	•
				•	Office Management Certificate	62	•	•	•	•	•
				•	Plumbing & Piping Foundation	143	•	•			
				•	Practical Nursing Certificate	88	•		•		
				•	Professional Cook (Culinary Arts)	114	•		•		
				•	Professional Photography Certificate	67		•			
				•	Social Service Diploma	102		•			
			•		Tourism & Hospitality Management Diploma	111	•				
				•	Web Design Certificate	69		•			
			•		Web Development Diploma	71		•			
LB					Welding Levels C, B & A	145	•		•		
			•		Women's Studies Diploma	157		•			
N/A					University Dual Admission	162	•	•	•	•	•
N/A					University Studies Program	158	•	•	•	•	•
LEGEND											

TF Tuition Free, LBLog Book, \* For tuition category definitions, see Fees on page 20.

# SCHEDULE & DEADLINES 2011-2012

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## PROGRAMS WITH VARYING START DATES & DISTANCE COURSES

North Island College offers a wide range of programs with a varying schedules and deadlines. Please ensure that you are following the timelines associated with your credential. For more information or guidance, please contact Student Services.

### **Applied Business Technology**

Office Assistant I certificate, Administrative Assistant certificate, Computing Accounting Assistant certificate, Legal Administrative Assistant certificate, Medical Office Assistant certificate, Office Management certificate:

- Students registering from May to September must pay full fees Sept 6<sup>th</sup> by 4:00 pm for the 2011 Fall term. Registrations for any fall term courses on and after Sept 6<sup>th</sup> must be paid in full at the time of registration.
- Students registering for 2012 winter term courses must pay full fees by January 3<sup>rd</sup>. Registrations for any winter term courses on and after Jan 3<sup>rd</sup> must be paid in full at the time of registration.
- Last day to drop for refund is 10 days from the term or course start date. Last day to withdraw without academic penalty is within 25% of the course .

### **Health & Community Care**

Health Care Assistant certificate, Practical Nursing certificate:

- Full fees are due 3 weeks prior to start of the program. Dates are provided in your Admission letter.
- Last day to drop for refund is 10 days from the start date of the program.
- Last day for winter break is December 23<sup>rd</sup>.
- All stat holidays apply. No reading breaks.

Animal Care Aide certificate & Hospital Unit Clerk certificate:

- Full fees are due 3 weeks prior to start of the program. Dates are provided in your Admission letter.
- Last day to drop for refund is 14 days prior to the start date of the program.

First Aid & CPR Training

- Full fees are due at the time of registration

### **Tourism & Hospitality**

Coastal Adventure Tourism certificate

- Full fees are due 3 weeks prior to start of the program. Dates are provided in your Admission letter.
- Last day to drop for refund is 10 days from the start date of the program.
- All stat holidays apply. No reading breaks.

Hospitality Distance Learning

- Full fees are due at the time of registration

Professional Cook (Culinary Arts) - see trades

### **Trades & Technology**

Aircraft Structures Technician (AME-S), Automotive Service Technician Foundation, Carpentry Foundation, Drafting certificate, Electrical Foundation, Electronics Technician Core, Heavy Duty & Commercial Transport Mechanics Foundation, Industrial Automation Technician Diploma, Joinery/ Cabinetmaking Foundation, Metal Fabrication Foundation, Plumbing & Piping Foundation, Welding Levels C, B & A, Professional Cook 1, 2, 3:

- Typically full fees are due 3 weeks prior to start of the program. Dates are provided in your Admission letter.
- Last day to drop for refund is 10 days from the start date of program.
- Winter break is December 24<sup>th</sup> to January 2<sup>nd</sup> inclusive. Classes begin on January 3<sup>rd</sup>.
- College is closed on stat holidays, see pgs 7 to 9 for dates.
- No reading breaks.

Apprenticeship Technical Training:

Carpenter, Electrician, Heavy Duty, Millwright, Plumbing

- Full fees are due 60 days prior to the start day of your course.
- Last to drop for refund is 28 days prior to start of course.
- Schedule of training dates can be found at [www.tradetrainingbc.ca](http://www.tradetrainingbc.ca)

Marine Training

- Full fees are due at the time of registration

### **University Studies Distance**

North Island College offers three types of distance courses for which different deadlines apply.

Flexible distance courses:

- Last day to register is the Friday of the 6<sup>th</sup> 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.

Lock-step distance courses:

- Term-based schedule and deadlines apply

Online courses:

- Schedules vary by course. Dates are provided by letter .

# SCHEDULE & DEADLINES 2011-2012

## COLLEGE TERM-BASED PROGRAMS & COURSES

The following North Island College programs and courses are guided by the term-based schedule and deadlines listed in the calendar of dates below. For more information or guidance, please contact Student Services.

### Upgrading & Special Programs

Adult Basic Education courses, BC Adult Graduation diploma, English Language Program

### Business

Business Administration certificate, diploma & post degree diploma, Bachelor of Business Administration degrees

### Fine Art & Design

Fine Arts diploma, Interactive Media programs (Web Design diploma, Web Development diploma, Communication Design diploma, Advanced Communication Design diploma), Professional Photography certificate

### Tourism & Hospitality

Tourism & Hospitality Management diploma, Adventure Tourism Management diploma, Food & Bev. Management

### Health & Community Care

Bachelor of Science in Nursing degree, Human Services programs (Education Assistant/Community Support certificates, Human Services diploma, Social Service diploma), Early Childhood Care & Education certificate & diploma

### University Studies & Transfer

Associate of Arts and Science degrees, Criminology diploma, Women's Studies diploma, University Studies courses

## SPRING TERM 2011

### MAY 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- May 2** Classes begin for Spring term 2011.  
All fees must be paid in full and all prerequisites met by 4:00 pm for the Spring 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.
- May 6** Last day to register, apply for refund, change from audit to credit
- May 10** Continuing student registration begins for Fall 2011
- May 23** Victoria Day, College closed
- May 24** New student registration begins for Fall 2011
- May 30** Last day to withdraw without academic penalty

### JUNE 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Jun 13-17** Last week of classes
- Jun 20-24** Final examination period

For Awards and Graduation ceremony dates, visit [www.nic.bc.ca](http://www.nic.bc.ca)

## SUMMER TERM 2011

### JULY 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Jul 1** Canada Day, College closed
- Jul 4** Classes begin for Summer term 2011.  
All fees must be paid in full and all prerequisites met by 4:00 pm for the Summer 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements
- Jul 8** Last day to register, apply for refund, change from audit to credit

### AUGUST 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Aug 1** BC Day, College closed
- Aug 2** Last day to withdraw without academic penalty
- Aug 15** Limited entry programs: All fees must be paid in full and all prerequisites met by 4:00 pm for the Fall 2011 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.
- Aug 15-19** Last week of classes
- Aug 22-26** Final examination period

## FALL TERM 2011

### SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Sep 5** Labour Day, College closed
- Sep 6** Orientation Day, first day of Fall term. All fees must be paid in full and all prerequisites met by 4:00 pm for the Fall 2011 term
- Sep 7** Classes begin
- Sep 15** Last day to register, apply for refund, change from audit to credit

### NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Nov 4** Last day to withdraw without academic penalty
- Nov 11** Remembrance Day, College closed

### OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Oct 10** Thanksgiving Day, College closed
- Oct 14** Exam schedule posted

### DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Dec 5-9** Last week of classes
- Dec 10-21** Exams
- Dec 25/11 - Jan 2/12** College closed

## WINTER TERM 2012

### JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Jan 3** Orientation Day for International Education students, First day of Winter term, All fees must be paid in full and all prerequisites met by 4:00 pm for the Winter 2012 term
- Jan 4** Classes begin
- Jan 12** Last day to register, apply for refund, change from audit to credit

### FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- Feb 20-24** Reading break for Adult Basic Education, Business Administration, Interactive Media, Fine Arts, Human Services, Bachelor of Science in Nursing, University Studies, and English as a Second Language.
- Feb 15** Exam schedule posted

### MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Mar 2** Last day to withdraw without academic penalty
- Mar 7-16** Reading break for Early Childhood Care & Education

### APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Apr 6 & 9** Good Friday, Easter Monday, College closed
- Apr 10** Timetable posted for 2012 Fall and 2013 Winter
- Apr 10-13** Last week of classes
- Apr 14-25** Exams

## SPRING TERM 2012

### MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- May 1** First day of Spring term, Classes begin, All fees must be paid in full and all prerequisites met by 4:00 pm for the Spring 2012 term
- May 4** Last day to register, apply for refund, change from audit to credit
- May 8** Continuing student registration begins for 2012 Fall and 2013 Winter
- May 21** Victoria Day, College closed
- May 22** New student registration begins for 2012 Fall and 2013 Winter
- May 28** Last day to withdraw without academic penalty

### JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Jun 11-15** Last week of classes
- Jun 18-22** Exams

For Awards and Graduation ceremony dates, visit [www.nic.bc.ca](http://www.nic.bc.ca)

## SUMMER TERM 2012

### JULY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- July 2** For Canada Day, College closed
- July 3** First day of Summer term, Classes begin, All fees must be paid in full and all prerequisites met by 4:00 pm for the Summer 2012 term
- July 6** Last day to register, apply for refund, change from audit to credit
- July 30** Last day to withdraw without academic penalty

### AUGUST 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Aug 6** BC Day, College closed
- Aug 14** Last day to pay fees for Fall 2012 Limited Entry Programs
- Aug 13-17** Last week of classes
- Aug 20-24** Exams

# SERVICES FOR STUDENTS

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## **ABORIGINAL EDUCATION**

Aboriginal Student Advisors are available at NIC's Port Alberni, Comox Valley, Campbell River and Mount Waddington Regional campuses to welcome students of Aboriginal ancestry. Aboriginal Student Advisors can answer your questions and help you create an educational plan based on your needs and career goals. They work closely with Aboriginal communities and build relationships to support student access and transition. They also specialize in helping students explore and access Aboriginal funding resources. For more information or to book an appointment with an Aboriginal Student Advisor, contact 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 Department of Access for Students with Disabilities 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**

The Department of Access for Students with Disabilities 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/services/educationplanning](http://www.nic.bc.ca/services/educationplanning).

### **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, Prometric, 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. The GED application forms are available at NIC Registration Office or online thru the Ministry of Education [www.bced.gov.bc.ca/ged](http://www.bced.gov.bc.ca/ged)

Applicants for the tests must:

1. Be 19 or older at the time of application
2. Have been a BC resident 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. Microsoft and Adobe software, for currently enrolled students, is available through all Campus Stores at educational pricing. The Campbell River and Comox Valley campus stores offer fax services to students. Print Bucks for student printing needs are available at all Campus Stores, cash only. Gift certificates and NIC insignia products are also available.

Hours of operation at the Campbell River and Comox Valley stores are 9:00 am – 4:00 pm, Monday through Friday. Hours of operation in Port Alberni are 9:30 am – 2:00 pm Monday through Thursday (closed 11:30 am – 12:00 pm), and 10:30 am – 1:00 pm 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 Mount Waddington Regional 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 Mount Waddington Regional campus or an NIC centre. Distance students may contact any NIC Campus Store, the Mount Waddington Regional campus or an NIC centre.

## **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.

## **CO-OPERATIVE EDUCATION**

Co-operative 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. Co-operative Education is currently offered in Business 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 Mount Waddington Regional. Educational advisors are available on an appointment basis and may offer limited walk-in service.

Planning your education can be a challenging process. 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.

## **EMPLOYMENT RESOURCE CENTRES IN COMOX VALLEY & CAMPBELL RIVER**

The employment resource centre provides information and job search support to all NIC students and alumni throughout the year. The services offered to students include developing strategies for effective job search, connecting with businesses and organizations that are seeking employees, improving resume, cover letter writing and interview skills, personalized coaching when requested, and learning more about co-operative education opportunities. Service to employers include accessing our online job board, connecting with our students through special events, providing North Island College with feedback on our programs, and voicing employer needs. Service to faculty includes specialized workshops designed for their particular students, and an invitation to partner with the employment resource centre in sharing advice, resources, and inspiration with our students. Contact Treena at [employment.resources@nic.bc.ca](mailto:employment.resources@nic.bc.ca)

## **INTERNATIONAL EDUCATION SERVICES**

International Education Services are designed to assist international students to make the most of their North Island College study experience and for Canadian students to determine ways to incorporate an international dimension into their program of study. In the case of international students, this includes developing international student orientations, activity programs, and a variety support services. For Canadian students this includes support for study and internships abroad, international student exchange, developing and internationalized classroom, and support for expanding broader integration between international and Canadian students on campus.

## **LIBRARY**

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

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

## **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 (NISU) membership 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.

NISU is a member of the Canadian Federation of Students, an alliance of over eighty college and university student associations from across Canada.

At the campus level NISU advocates for the rights and interests of its members within the college governance and administrative structure, puts on entertaining and engaging events for members, and delivers services to increase the accessibility of education for students at NIC. As part of the Federation, the North Island Students' Union addresses at the provincial and national levels public policy issues that affect students such as student debt, tuition fees, and the privatization of education.

The work and activities of the Union are coordinated by an executive committee that includes appointed representatives from each of NISU's elected campus councils. The campus councils coordinate local student activities at individual campuses and centres.

Elections for campus councils typically takes 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 or on how to get involved stop by your local Students' Union office or visit the website at [www.nisu.ca](http://www.nisu.ca).**

## **STUDENTS AND THE NORTH ISLAND COLLEGE BOARD OF GOVERNORS AND EDUCATION COUNCIL**

North Island College welcomes student representation on both the Education Council and the Board of Governors.

The Board of Governors determines broad goals for the College, is responsible for the overall governance of the College, and works for the benefit of the College as a whole. Contact [bog@nic.bc.ca](mailto:bog@nic.bc.ca)

Education Council has three main functions:

- To ensure educational quality at NIC
- To set policies and make decisions and recommendations to guide the educational process.
- To review and approve all curriculum.

Students are elected for one-year terms. Elections for these positions are held regularly. Students elected to the Board of Governors and Education Council must be enrolled in good standing for a period which extends through the entire one (1) year term of office. For students in semester based programs, enrolment must be in sequential Fall and Winter terms. For students in continuous entry and exit or fixed term vocational programs, enrolment must be for at least eight (8) months. If an elected student's enrolment is terminated for any reason, the position will be declared vacant.

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

## **ORIENTATION**

Students should plan to attend Orientation at their local campus. This event marks the beginning of the academic year and is an opportunity for students to participate in Orientation activities. Each campus holds a variety of activities and/or workshops with a goal to support student success and create a sense of community. Specific information regarding Orientation is posted on the website closer to the date and mailed out to all active students.

## **SPIRITUAL AND RELIGIOUS DIVERSITY**

North Island College recognizes diversity in spiritual and religious philosophies and practices. Students who may require support with respect to religious or spiritual observance are encouraged to meet with a NIC Counsellor to discuss their needs.

## **STUDENT IDENTIFICATION CARDS**

Student Cards will be available 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. Students wishing to obtain an ID card should visit Student Services to have their photo taken. There is a replacement fee for lost or damaged 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.

## **UST 101**

Planning to attend university or college in the fall? This workshop will help you learn and practice three skills that 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 post-secondary 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.

## **WEBSITE**

The North Island College homepage 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)
- North Island College – Student Survey  
[www.nic.bc.ca/studentsurvey/](http://www.nic.bc.ca/studentsurvey/)
- International student application  
[www.nic.bc.ca/ie](http://www.nic.bc.ca/ie)
- 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

## 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.

International students please see [www.nic.bc.ca/ie](http://www.nic.bc.ca/ie) for application information.



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

A detailed view of the 'Application for Admission' form. The form is divided into several sections: 'PERSONAL INFORMATION', 'PROGRAM INFORMATION', 'PREVIOUS EDUCATION', 'RELEASE OF INFORMATION', 'DECLARATION', 'FEES', and 'FOR OFFICE USE ONLY'. Each section contains various fields for applicants to fill out, such as name, address, contact information, and program details.

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
- 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 or have completed high school.
2. Underage applicants who are under 18 years of age and have not completed high school may request special

admission by contacting their local campus and requesting an appointment with a counsellor. Students will:

- a. Meet with a college counsellor
- b. Submit a North Island College application form along with appropriate fees
- c. If admission requirements are met, complete the NIC Underage Admissions Readiness form (available at local campuses)

## Dual Credit High School Admissions

NIC may admit applicants who are currently attending high school and wish to receive dual-credits for courses or programs as organized through the North Island Partnership.

Interested high school students and parents should meet with a high school career coordinator/counsellor to discuss dual-credit program options and how they are delivered.

## **Dual Admission with Partnering Institutions**

North Island College currently offers Dual Admission opportunities with the University of Victoria, Vancouver Island University, Emily Carr University, and Royal Roads University. Applicants must meet both the university and program entrance requirements to be eligible. Admission forms and procedures are unique for each institution. Details are available at [www.nic.bc.ca/dualadmission](http://www.nic.bc.ca/dualadmission) or by calling 1-800-715-0914.

## **International Student Admission**

North Island College accepts applications from international students. For more information, visit [www.nic.bc.ca/ie](http://www.nic.bc.ca/ie) or email [study@nic.bc.ca](mailto:study@nic.bc.ca).

## **PROGRAM ADMISSION**

**Note: NIC is currently reviewing its Admission policy. For the most up-to-date information, please refer to NIC's website.**

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 qualified for 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
  - a. **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. Students should consult with their BC high school to sign a release in order for this to happen automatically.

**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:

1. In cases where the provincial exam is not written: the school mark will be used.
2. 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:

<b>Advanced Placement</b>	<b>NIC Course</b>
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

## **Transfer Credit**

Transfer credit may be granted to meet 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. Detailed course descriptions may be required. The Application for Transfer Credit form may be obtained at a local campus or downloaded from the college website. Transfer from international institutions that are not a part of an official North Island College exchange program are processed on a case-by-case basis.

Transfer credit requests may take up to 8 weeks to process. Please apply early.

### **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/services/educationplanning/assessments.aspx](http://www.nic.bc.ca/services/educationplanning/assessments.aspx)

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 (NIC) recognizes that adult learners acquire knowledge and skills through life and work experiences and study unassociated with formal education. Through Prior Learning Assessment and Recognition (PLAR) processes, NIC will assess this knowledge and skill and will grant credit and/or recognition for learning that is equivalent to College courses/programs. Credit awarded is North Island College resident credit and is graded and transcribed. Fees will be charged for prior learning assessment and recognition. Applicants are advised to contact the Coordinator of Assessment Services for further information.

### **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 an 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 2007) criminal records searches are required from applicants to program areas that involve working with children or other vulnerable persons. 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. Students may be asked for additional Criminal Records Searches prior to field placements or professional registration. The cost of any search is the responsibility of the applicant. Criminal Record Searches are required for the Early Childhood Care & Education, Health Care Assistant, Human Services, Practical Nurse and Bachelor of Science in Nursing Degree programs. Please contact your program Admission Officer for Criminal Record Check procedures.

### **International Baccalaureate**

International Baccalaureate graduates are welcome at NIC. Students may apply to receive transfer credit from the International Baccalaureate program. Minimum scores apply.

# REGISTRATION

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Registration timelines and deadlines are published in the Academic Schedule & Deadlines 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 the 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 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 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 may be 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. Please refer to Policy #4-06.

1. Audit students pay applicable fees.
2. Audit students are not required to meet the course prerequisites.
3. Audit students are eligible to register during the add/drop period (that is, during the first ten days of each term), provided that there is available space.
4. Audit students may not change their status from audit to credit. Credit students may not change their status from credit to audit except during the add/drop period.
5. Opportunities for student evaluation will be established between instructor and student at the beginning of the course.
6. Students may not audit programs

## WAIT LIST

Qualified students may waitlist in courses that do not have available spaces. Students may waitlist 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.

## WITHDRAWING FROM A COURSE

Students may withdraw from a course without academic penalty until the deadline specified in the Schedule and Deadlines 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. Financial Aid Advisors are available on each campus to discuss the implications of withdrawing from courses.

## 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

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## 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 website. Students may also view their grades online by logging in to their NIC CONNECT accounts online at [www.nic.bc.ca](http://www.nic.bc.ca).

# GRADING SYSTEM

## GRADES

North Island College uses the following grading system:

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	

## 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.

### 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	Equivalent x Credit Value	Weighted Grade Point Value
ABT 101	2	B	3.0	2 x 3.0 =	6.00
ENG 115	3	A	4.0	3 x 4.0 =	12.00
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 =	0.00
PHI 100	3	NGR	N/A	N/A	N/A
TOTAL	13				36.0

**Grade Point Average (GPA) = 36.0/13 = 2.77**

## 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**

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### **DOMESTIC TUITION FEES**

#### **Adult Basic Education & Adult Special Education programs**

Tuition free for Canadians and permanent residents

#### **University Transfer & Career Technical programs**

One course (3-credit course) .....	\$86.04
One term (five, 3-credit courses) .....	\$1,290.60
One year (ten, 3-credit courses) .....	\$2,581.20

#### **Vocational programs**

Program year .....	\$2,581.20
Practical Nurse Access .....	\$132.60 per credit

Fees listed in this calendar are subject to Board approval and may change. Please visit [www.nic.bc.ca](http://www.nic.bc.ca) for current information.

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.

### **INTERNATIONAL TUITION FEES**

#### **Academic Programs**

Any program area that is currently charged by credit (e.g. Business, Fine Arts, University Studies)

3 to 5 courses .....	\$5,355.00
More than 5 courses .....	\$1,338.75 per additional course
Post degree diploma .....	\$13,387.50

#### **English as a Second Language**

3 to 5 courses .....	\$4,600.00
More than 5 courses .....	\$400 per additional course

**Note:** Students registered in both Academic and ESL courses will be charged at the rate of the majority of courses for the program. Students taking an even number of courses in each program will be charged out at the Academic rate.

#### **English as a Second Language – Audit students**

One month .....	\$1,100.00
Two months .....	\$2,300.00
Three months .....	\$3,450.00

#### **Vocational for International Students**

(e.g. Aircraft Structures, Electronics)

Program year .....	\$10,710.00
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#### **Co-op Education**

Co-op students must take EMP 100 and pay the cost of this sixth course. Students are also required to take TRM or BUS 197 and TRM or BUS 297 with a charge of \$1,338.75 per course.

## OTHER FEES

<b>Application</b>	\$25 one time, non-refundable (Contract, Continuing Education & ElderCollege courses are exempt from this fee) \$100 International applicant
<b>Assessment</b>	English or Math Placement \$15 NIC applicant   \$40 Non-applicant \$20 Off-Campus Assessment
<b>Books</b>	Costs vary and may be obtained through NIC Bookstores
<b>Co-operative Education</b>	EMP 100 and work terms are both the cost of a 3 credit course
<b>Duplicate Document</b>	\$10
<b>International Student</b>	\$100 International Student Service fee
<b>Laboratory</b>	Vary
<b>Letter of Permission</b>	\$5
<b>Prior Learning Assessment</b>	75% of the normal cost of the course, plus additional advising fees may apply
<b>Student Society</b>	\$3.27 per credit \$12.29 per month \$49.16 per term for international
<b>Transcript</b>	\$5 each (official)
<b>Transfer Credit Evaluations</b>	No charge for BC post-secondary transcript \$20 per out-of-province transcript request
<b>Tuition Deposit</b>	Varies by program – these are non-refundable and non-transferable payments, at the time of registration or earlier, that are applied to tuition

## TUITION & REFUND CATEGORIES

### Category 1 Courses or Programs

**Tuition** – Typically, these include ABE, ESL, University Studies, Trades & Technology courses or programs that require admission, transcript and/or graduation services. Such courses or programs may require a non-refundable, non-transferable tuition deposit upon registration or earlier. Normally, full fees are due by 4:00 pm on the first day of the term. 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 may 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 may 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.

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

# FINANCIAL AID

## 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 Canadian and Permanent Resident students with proven financial need. StudentAid BC funds are intended to supplement, not replace, a student's own resources. A StudentAid BC award may consist of a combination of Canada Student Loan, Canada Student Grants, and/or British Columbia Student Loan. Recipients of these 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)

- BC Loan Reduction Program
- BC Loan Forgiveness Program
- BC Interest Relief Program
- Principal Deferment Program
- Pacific Leaders BC Loan Forgiveness Program
- Extended amortization for BC Student Loan

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

- Federal Repayment Assistance Program
- Federal Permanent Disability Benefits

## ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (ABESAP)

ABESAP is a provincially funded program providing direct educational costs to students enrolled in recognized Adult Basic Education, Adult Special Education and English as a Second Language courses. Canadian and Permanent Resident students must demonstrate financial need to qualify for funding. For more information, contact a Financial Aid Advisor.

## CANADA STUDENT GRANT FOR STUDENTS WITH PERMANENT DISABILITIES, CANADA STUDENT GRANT FOR PART-TIME STUDENTS, CANADA STUDENT GRANT FOR PART-TIME STUDENTS WITH DEPENDANTS & CANADA STUDENT LOANS FOR PART-TIME STUDENTS

This program is designed to provide funding for educational costs (tuition, books and supplies, compulsory fees, an incidental allowance, local transportation allowance to and from classes, and unsubsidized child care costs incurred to attend classes) for students enrolled part-time in a minimum 12-week program at a designated post-secondary institution. Part-time student funding is limited to students who are enrolled in 20-59% of a full-time post-secondary 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.

**NORTH ISLAND COLLEGE**  
*Foundation*

WWW.NIC.BC.CA/FOUNDATION

There is no greater investment  
in our communities than  
the gift of education.

SCHOLARSHIPS | BURSARIES | GIFTS-IN-KIND | MEMORIALS | BEQUESTS

# 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/services/educationplanning/awards.aspx](http://www.nic.bc.ca/services/educationplanning/awards.aspx)

## DONORS

Through the generosity of donors who contribute to the North Island College Foundation scholarship and bursary program, the Foundation is able to help students requiring financial assistance as well as recognize students who achieve academic excellence.

## 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 8th.

## SCHOLARSHIPS & BURSARIES FOR NEW STUDENTS

Alberni-Clayoquot Innovation Society Bursary .....	\$1,785
Andrea W. Rowe Entrance Bursary .....	\$485
Blackhall Family Bursary .....	2 awards of \$675
Brian Scott Fine Art Ltd. Scholarship .....	\$700
Campbell River Dragon Boat Society Bursary .....	\$500
Campbell River Recycling Society Bursary .....	2 awards of \$2,150
Canadian Daughters' Provincial Bursary .....	\$620
Colleen Deakin Memorial Bursary .....	\$250
Comox Valley Rife Volunteer and Resonant Light Technology Scholarship .....	\$460
Compassionate Heart Award .....	\$250
Creative Employment Access Society Bursary .....	\$400
Credit Union Foundation of BC Bursary* .....	2 awards of \$500
CUPE (North Island College) Local 3479 Bursary .....	\$795
David N. Hudson Bursary* .....	\$315
Denise Forest Memorial Bursary* .....	\$620
Dr. Lou Dryden Student Success Bursary .....	\$1,035
Dr. Neil Murphy Entrance Scholarship .....	\$400
Graham & Frame Barristers & Solicitors Bursary .....	\$930
Hon. Stanley B. Hagen Memorial Scholarship .....	2 awards of \$2,580
Highland Grad '85 Reunion Bursary .....	\$200
Jack Roche Memorial Bursary .....	\$1,250
Jane-Claire Inkster Memorial Men's Bursary .....	3 awards of \$1,270
Jane-Claire Inkster Memorial Women's Bursary .....	6 awards of \$1,270
John Anderson McLean Memorial Bursary* .....	\$670
Kinsmen Club of Campbell River Bursary* .....	\$290
Kiwanis Club of Port Alberni – Egon Matheson Scholarship .....	\$455
Lazo Women's Institute Entrance Bursary .....	2 awards of \$930
Lyle Wesley Scholarship .....	\$275
Lyndon Cross Memorial Bursary .....	2 awards of \$2,000
Marjorie P. Gris Bursary .....	\$650
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Minerva Foundation Award for BC Women* .....	3 awards of \$1,250
Muir Family Bursary .....	\$1,000
North Island College Administrators' Bursary .....	\$1,175
North Island College Faculty Association Bursary .....	\$1,620
North Island College Foundation Entrance Scholarship .....	4 awards of \$2,500
North Island College Foundation High School Bursary .....	13 awards of \$1,000
Optometry Office of Mary Lynn DesRoches Bursary .....	\$225
Peter Robinson Award of Excellence .....	\$1,145

Port Alberni 2004 Winter Games Legacy Scholarship.....	\$320
Port Alberni Campus Bursary* .....	\$580
Ray Hughes Scholarship .....	\$225
Roberta Glendale Memorial Bursary .....	\$230
Scotiabank Scholarship.....	5 awards of \$820
Stan Mounce Memorial Bursary.....	\$400
Susan Toresdahl Entrance Bursary .....	\$145
Women for Women Bursary* .....	\$TBA
Scholarships & Bursaries for Continuing and Graduating Students	
Alberni Valley Lions Club Bursary .....	2 awards of \$345
Arrowsmith Rotary Club Bursary .....	\$500
BC Hydro Scholarship .....	\$1,160
Canadian Daughters' Assembly #6 Bursary.....	2 awards of \$770
Canadian Daughters' Memorial Bursary.....	\$445
Canadian Daughters' National Bursary .....	\$535
CanWest Global Communications Bursary ....	2 awards of \$2,000
Chris Laithwaite Memorial Bursary .....	\$910
Comox Valley Rotary Clubs/ Vancouver Foundation Scholarship.....	\$2,000
Credit Union Foundation of BC Bursary* .....	2 awards of \$500
Daniel Portmann Memorial Bursary .....	\$475
David Clements Family Teacher Bursary .....	\$565
David N. Hudson Bursary* .....	\$315
Denise Forest Memorial Bursary* .....	\$620
Dr. Michael Trumper Memorial Bursary.....	\$350
Dyer Family Bursary – Campbell River.....	\$455
EW Bickle Memorial Bursary.....	\$460
JGM Luckhurst Bursary.....	\$520
John Anderson McLean Memorial Bursary* .....	\$670
John and June Cullen Award.....	\$300
Kinsmen Club of Campbell River Bursary* .....	\$290
Kinsmen Club of Port Alberni Bursary .....	2 awards of \$500
Lazo Women's Institute Scholarship .....	2 awards of \$930
Minerva Foundation Award for BC Women* .....	3 awards of \$1,250
Native Sons & Canadian Daughters Bursary .....	3 awards of \$585
North Island College Foundation Scholarship.....	25 awards of \$500
North Island College Math/Sciences Department Scholarship .....	\$TBA
North Island College Spirit of Campbell River Bursary .....	\$TBA
North Island Students' Union Bursary .....	3 awards of \$230
Pat Bevan Rural Student Bursary .....	\$870
Pat Bevan Women's Bursary .....	2 awards of \$870
Port Alberni Campus Administrator's Scholarship .....	\$200
Port Alberni Campus Bursary* .....	\$580
Port Alberni ElderCollege Bursary .....	\$500
Retired Teachers' Association Bursary .....	\$1,295
Soroptimist International Club of Courtenay Bursary .....	5 awards of \$500

The Medicine Shoppe Pharmacy Bursary.....	\$500
Umeek Scholarship.....	\$250
Women for Women Bursary* .....	\$TBA

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

## FINANCIAL AWARDS AVAILABLE BY PROGRAM

### BUSINESS

#### **Applied Business Technology**

Duncan Sabine Collyer Partners CGA Bursary.....	\$500
Monk Office Supply Scholarship.....	\$500
Mt. Waddington Campus – Applied Business Technology Bursary .....	\$520
Port Alberni Campus Support Staff Scholarship.....	\$TBA

#### **Business Administration Certificate**

AB Ball Memorial Bursary .....	\$590
Carl O, Margaret, Carl A "Tubby" & Florence Thulin Memorial Bursary .....	\$900
Coastal Community Credit Union Entrance Bursary.....	\$455
Co-operators Scholarship.....	\$455
Custom Gourmet Bursary .....	\$250
Elaine and Rob Shelton Bursary .....	\$270
Fred Bossom Memorial Bursary .....	\$1,260
Marc Hylands Scholarship .....	2 awards of \$1,350
Paul Arbour Memorial Bursary .....	\$370
Scotiabank Scholarship.....	5 awards of \$820
ScotiaMcLeod Bursary .....	\$360

#### **Business Administration Diploma**

AB Ball Memorial Bursary .....	\$590
Carl O, Margaret, Carl A "Tubby" & Florence Thulin Memorial Bursary .....	\$900
Certified General Accountants Association of BC – Academic Excellence Scholarship .....	\$500
Certified General Accountants Association of BC – Continuing Education Tuition Scholarship .....	\$1,000
Coastal Community Credit Union Entrance Bursary.....	\$455
Co-operators Scholarship.....	\$455
Custom Gourmet Bursary .....	\$250
Elaine and Rob Shelton Bursary .....	\$270
Fred Bossom Memorial Bursary .....	\$1,260
Marc Hylands Scholarship .....	2 awards of \$1,350
Paul Arbour Memorial Bursary .....	\$370
Scotiabank Scholarship.....	5 awards of \$820
ScotiaMcLeod Bursary .....	\$360

#### **Bachelor of Business Administration Degree, Accounting Major**

AB Ball Memorial Bursary .....	\$590
Canadian Tire Courtenay Scholarship.....	\$615

Certified General Accountants Association of BC – Academic Excellence Scholarship .....	\$500
Certified General Accountants Association of BC – Continuing Education Tuition Scholarship .....	\$1,000
Coastal Community Credit Union Entrance Bursary .....	\$455
Co-operators Scholarship .....	\$455
Elaine and Rob Shelton Bursary .....	\$270
Fred Bossom Memorial Bursary .....	\$1,260
Marc Hylands Scholarship .....	2 awards of \$1,350
Pateman Family Bursary .....	\$625
Paul Arbour Memorial Bursary .....	\$370
Scotiabank Scholarship .....	5 awards of \$820
ScotiaMcLeod Bursary .....	\$340

## **TOURISM**

### **Tourism & Hospitality Management**

Comox Valley Tourism Legacy Bursary .....	2 awards of \$830
Moyes Family Tourism & Hospitality Bursary .....	\$250
Vancouver Island Trails Information Society Bursary .....	\$500

## **FINE ARTS**

### **Interactive Media and Graphic Design**

Canadian Information Processing Society Bursary .....	\$270
Dyer Family Bursary – Comox Valley .....	\$455

### **Fine Arts Diploma**

Brian Scott Fine Art Ltd Scholarship .....	\$700
Comox Valley Art Gallery Bursary .....	\$125
Comox Valley Potters' Club Bursary .....	\$200
Federation of Canadian Artists – Comox Valley Chapter Fine Arts Bursary .....	\$640
Gail Kuzma Memorial Bursary .....	\$450
Margaret Gracza Fine Arts Scholarship .....	\$2,000
Martha Akerly Bursary .....	\$390
Merle Bonnick Bursary .....	\$285
Peter Robinson Award of Excellence – Fine Arts Entrance Scholarship .....	\$1,145
Peter Robinson Award of Excellence – Graduating Fine Arts Scholarship .....	2 awards of \$1,145
Ray Gailloux Memorial Bursary .....	\$410
Stan Price Scholarship .....	\$400

## **HEALTH & COMMUNITY CARE**

### **Bachelor of Science in Nursing Degree**

Alison Kern Memorial Award .....	\$500
Blackhall Family Bursary .....	4 awards of \$675
Campbell River Dragon Boat Society Bursary .....	\$500
Campbell River Hospital Auxiliary Bursary .....	\$TBA
Compassionate Heart Award .....	\$250
Hobson Family Bursary .....	3 awards of \$610
IODE Laura Gordon Chapter Bursary .....	2 awards of \$500

Ivan & Laura Cronsberry Bursary .....	\$1000
Ivy Power Memorial Bursary .....	\$750
Lazo Women's Institute Bursary .....	2 awards of \$930
Leslie and Rosina Ball Memorial Scholarship .....	\$540
Royal Purple of Canada Lodge 158 Bursary .....	\$500

### **Early Childhood Care & Education Certificate**

Dyer Family Bursary – Comox Valley .....	\$455
Lazo Women's Institute Bursary .....	2 awards of \$930
Rhoda Campbell Memorial – Early Childhood Care and Education Scholarship .....	\$415
Susan Diana Crossley Bursary .....	\$400

### **Early Childhood Care & Education Diploma**

Dyer Family Bursary – Comox Valley .....	\$455
Lazo Women's Institute Bursary .....	2 awards of \$930
Rhoda Campbell Memorial – Early Childhood Care and Education Scholarship .....	\$415
Susan Diana Crossley Bursary .....	\$400

### **Health Care Assistant**

Alberni Valley Medical Society Bursary .....	\$235
Campbell River Dragon Boat Society Bursary .....	\$500
Campbell River Hospital Auxiliary Bursary .....	\$TBA
Comox Valley ElderCollege Bursary .....	\$1,000
Evergreen Seniors Club Bursary .....	\$500
Lazo Women's Institute Bursary .....	2 awards of \$930
Old Age Pensioners' Association – North Island Region Bursary .....	\$500

## **Human Services**

### **Aboriginal Education Assistant Certificate**

Hobson Family Bursary .....	3 awards of \$610
Kiwanis Club of Courtenay Bursary .....	\$1,000
Lazo Women's Institute Bursary .....	2 awards of \$930
Port Alberni Association of Community Living Bursary .....	\$250
Stephen Garnet Memorial Bursary .....	\$430

## **Human Services**

### **Community Support Worker Certificate**

Hobson Family Bursary .....	3 awards of \$610
Lazo Women's Institute Bursary .....	2 awards of \$930
Port Alberni Association of Community Living Bursary .....	\$250
Stephen Garnet Memorial Bursary .....	\$430

## **Human Services**

### **Education Assistant Certificate**

Hobson Family Bursary .....	3 awards of \$610
Kiwanis Club of Courtenay Bursary .....	\$1,000
Lazo Women's Institute Bursary .....	2 awards of \$930
Port Alberni Association of Community Living Bursary .....	\$250
Stephen Garnet Memorial Bursary .....	\$430

## **Human Services**

### **Social Service Diploma**

Hobson Family Bursary.....	3 awards of \$610
Lazo Women's Institute Bursary .....	2 awards of \$930
Port Alberni Association of Community Living Bursary .....	\$250
Stephen Garnet Memorial Bursary.....	\$430

### **Human Services – Human Services Diploma**

Hobson Family Bursary.....	3 awards of \$610
Lazo Women's Institute Bursary .....	2 awards of \$930
Port Alberni Association of Community Living Bursary .....	\$250
Stephen Garnet Memorial Bursary.....	\$430

### **Practical Nursing Certificate**

Campbell River Dragon Boat Society .....	\$500
Campbell River Hospital Auxiliary Bursary .....	\$TBA
Berwick Retirement Community Bursary .....	\$1,140
Comox Valley ElderCollege Bursary .....	\$1,000
Lazo Women's Institute Bursary .....	2 awards of \$930

## **TRADES, TECHNICAL & APPRENTICESHIP TRAINING**

### **Aircraft Structures Technician (AME-S)**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745
Viking Air Bursary .....	\$500

### **Apprenticeship Technical Training**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Henry & Barbara Holden Bursary .....	\$250
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Peak Drilling Award .....	\$500
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745
Trades Bursary .....	\$150

### **Automotive Service Technician Foundation**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Golden Oldies Car Club Bursary .....	\$375
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790

Rotary Club of Port Alberni Bursary.....	3 awards of \$500
Terry & Phyllis Ryan Trades Bursary.....	\$745
Tim Fletcher Memorial Bursary .....	\$525

### **Carpentry Foundation**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Culinary Arts**

B&C Food Distributors Bursary .....	\$250
Bite of Campbell River Bursary .....	\$245
Campbell River Daybreak Rotary Club Bursary .....	2 awards of \$250
Canterbury Food Service Bursary .....	\$200
Coca-Cola Bursary.....	3 awards of \$500
Comox Military Family Resource Centre .....	\$200
Culinary Arts Program Bursary .....	\$100
Custom Gourmet Bursary.....	\$250
Islands West Produce Bursary .....	2 awards of \$250
Johnson Diversey Canada Bursary .....	2 awards of \$250
Little River Sales Bursary .....	\$250
McCain Foods (Canada) Bursary .....	2 awards of \$500
Sysco Victoria Award .....	\$TBA

### **Drafting Certificate**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Electrical Foundation**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Electronics Technician Core Certificate**

David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary .....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745
Heavy Duty & Commercial Transport Mechanics Foundation	

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary.....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Industrial Automation Diploma**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary.....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Joinery/Cabinetmaking Foundation**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Pythian Order Career, Technical & Vocational Program Bursary.....	5 awards of \$790
Rotary Club of Port Alberni Bursary.....	3 awards of \$500

### **Metal Fabrication**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary.....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Plumbing & Piping Foundation**

Acklands-Grainger Equipment Award.....	\$1,000
Andrew Sheret Limited Scholarship.....	\$500
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary.....	5 awards of \$790
Terry & Phyllis Ryan Trades Bursary.....	\$745

### **Welding (Levels C, B, A)**

Acklands-Grainger Equipment Award.....	\$1,000
David Whitworth/Tom Cross Trades Bursary .....	\$215
Jim Muldowney Bursary.....	\$395
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Career, Technical & Vocational Program Bursary.....	5 awards of \$790
Robert Illman Memorial Welding Bursary .....	\$600
Rotary Club of Port Alberni Bursary.....	3 awards of \$500
Terry & Phyllis Ryan Trades Bursary.....	\$745

## **UNIVERSITY STUDIES & TRANSFER**

### **Associate of Arts Degree**

Keith Wagner Memorial Scholarship.....	\$685
Shirley Wagner Memorial Scholarship.....	\$685
Canadian Federation of University Women – Comox Valley Bursary.....	\$635
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Academic Program Bursary .....	5 awards of \$790
Dyer Family Bursary – Comox Valley .....	\$455
Paul Arbour Memorial Bursary .....	\$370
Simo Nurme Memorial Scholarship.....	\$500
Terry and Phyllis Ryan Humanities Bursary.....	\$1,490
Tsolum Heritage Society Bursary.....	\$650
University Women's Club of Campbell River – Ann Elmore-Haig Brown .....	\$1,120

### **Associate of Science Degree**

Bob Minkler Memorial Bursary .....	\$685
Canadian Federation of University Women – Comox Valley Bursary.....	\$635
Campbell River Hospital Auxiliary Bursary* .....	\$TBA
Campbell River Recycling Society Bursary .....	2 awards of \$2,150
Comox Valley Horticultural Society Bursary .....	\$800
Denman Conservancy Association – David Fraser Bursary..	\$555
Dyer Family Bursary – Campbell River.....	\$455
Grieg Seafood BC Ltd Bursary.....	\$500
Hamilton Cranberry Farm Bursary.....	\$500
Mary Turnham Memorial Bursary .....	\$370
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Mt. Waddington Campus Math/Science Award .....	\$TBA
North Island College – Math/Science Dept. Scholarship .....	\$TBA
NVI Mining Ltd Myra Falls Operations Bursary .....	\$270
Optometry Office of Mary Lynn DesRoches Bursary .....	\$225
Pythian Order Academic Program Bursary .....	5 awards of \$790
The Medicine Shoppe Pharmacy Bursary.....	\$500
Tsolum Heritage Society Bursary .....	\$650

### **University Studies – English**

Keith Wagner Memorial Scholarship.....	\$685
Shirley Wagner Memorial Scholarship.....	\$685
Canadian Federation of University Women – Comox Valley Bursary.....	\$635
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Pythian Order Academic Program Bursary .....	5 awards of \$790

### **University Studies – Humanities & Social Sciences**

Canadian Federation of University Women – Comox Valley Bursary.....	\$635
Dyer Family Bursary – Comox Valley .....	\$455
Michael Pallan Memorial Scholarship.....	4 awards of \$1,150
Paul Arbour Memorial Bursary .....	\$370
Pythian Order Academic Program Bursary .....	5 awards of \$790

Simo Nurme Memorial Scholarship .....	\$500
Terry and Phyllis Ryan Humanities Bursary .....	\$1,490
University Women's Club of Campbell River – Ann Elmore-Haig Brown Memorial Bursary .....	\$1,120

#### **University Studies – Math & Sciences**

Bob Minkler Memorial Bursary .....	\$685
Canadian Federation of University Women – Comox Valley Bursary .....	\$635
Campbell River Hospital Auxiliary Bursary .....	\$TBA
Campbell River Recycling Society Bursary .....	2 awards of \$2,150
Comox Valley Horticultural Society Bursary .....	\$800
Denman Conservancy Association – David Fraser Bursary .....	\$555
Grieg Seafood BC Ltd Bursary .....	\$500
Hamilton Cranberry Farm Bursary .....	\$500
Mary Turnham Memorial Bursary .....	\$370
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Mt. Waddington Campus Math/Science Award .....	\$TBA
North Island College – Math/Science Dept. Scholarship .....	\$TBA
NVI Mining Ltd Myra Falls Operations Bursary .....	\$270
Optometry Office of Mary Lynn DesRoches Bursary .....	\$225
Pythian Order Academic Program Bursary .....	5 awards of \$790
The Medicine Shoppe Pharmacy Bursary .....	\$500

#### **Women's Studies Diploma**

Canadian Federation of University Women – Comox Valley Bursary .....	\$635
Michael Pallan Memorial Scholarship .....	4 awards of \$1,150
Pythian Order Academic Program Bursary .....	5 awards of \$790
University Women's Club of Campbell River – Ann Elmore-Haig Brown Memorial Bursary .....	\$1,120

## **UPGRADING & SPECIAL PROGRAMS**

### **Adult Basic Education**

Andrea W Rowe Entrance Bursary .....	\$485
Adult Basic Education Achievement Award .....	\$100
Campbell River Altrusa Club Literacy Bursary .....	\$240
Mt. Waddington Campus Adult Basic Education Bursary .....	\$TBA
Perpetual Gratitude Award .....	\$250

### **BC Adult Graduation Diploma**

Andrea W Rowe Entrance Bursary .....	\$485
Adult Basic Education Achievement Award .....	\$100
Campbell River Altrusa Club Literacy Bursary .....	\$240
Mt. Waddington Campus Adult Basic Education Bursary .....	\$TBA
Perpetual Gratitude Award .....	\$250

# POLICIES & REGULATIONS

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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 website 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 ACT (FIPPA), 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.

## **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.

### **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 waitlisted 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

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 Print-Based, Online, and Interactive Television (ITV) delivery methods. Sometimes we make use of a combination of technologies.

Print and online distance courses that do not have laboratory components may be taken without attending a campus or centre. Instructors and students at different locations communicate by telephone, mail, fax and computer. Distance courses with science labs may have scheduled lab activities that require student attendance. Interactive Television (ITV) courses are treated in all respects as regular, scheduled face-to-face classes; attend as you would any other scheduled class.

If you would like more information about distance learning in general, please contact your local campus to speak to a Student Advisor. If you want more information about a specific course offered by distance learning, please contact the instructor directly. The next section gives more information about each of the distance delivery types at NIC.

## DISTANCE LEARNING MODES AVAILABLE

### Print-Based Delivery Mode

Students work from texts and student manuals at a distance. Textbook ordering information is listed below. Online components are available for some courses. Print-Based courses may be delivered in Flexible or Lock Step modes (see definitions below).

### Online Delivery Mode

Online Learning is the most rapidly expanding method of teaching and learning. 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. 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.

**The following guide shows how to identify the delivery mode of courses you are interested in:**

**CV S 1**

**The number** indicates a distinct section. Some courses have more than one section.

**This two-letter code** shows the campus or centre through which the course is offered:

**BC** = Bella Coola  
**CR** = Campbell River  
**CV** = Comox Valley  
**CZ** = Cortes Island  
**GR** = Gold River  
**PA** = Port Alberni  
**PH** = Port Hardy  
**UC** = Ucluelet

**This letter** indicates how the course is offered:

**C:** Continuous Entry. You may come into the course at anytime throughout the semester, space permitting.

**F:** Course offered as Flexible distance. Entry dates are flexible - up to 8 weeks into the semester, space permitting. Students may have up to 5 months to complete the course, depending on registration date, the number of credits of the course, and the final course end.

**L:** Course offered by distance, as a Lock-Step format. The timeframes for completion are exactly the same as for scheduled classes.

**S:** Scheduled class. You attend a course with other students at all times specified.

**T:** Offered over Interactive Television. You will be in a classroom with other students at specified times on specified days. You will be linked by television with students at one or more campuses. The instructor will be based at the site marked "primary".

**W:** Offered online during the normal semester period. Computer skills and access to a computer that can connect with the internet are required. Check into online learner success!

Online courses may be Lock Step or Flexible (see definitions below). NIC's online courses are offered in collaboration with BCCampus. Among other functions, BCCampus connects students and online courses across British Columbia through a service called PASBC (Post-Secondary Application Service). In addition to the application information noted below you may search for online sections and request specific course enrollment information through the PASBC ([www.pas.bc.ca](http://www.pas.bc.ca)) website.

If you are enrolling in the Applied Business Technologies program, the Online Learner Success course (ABT 020) is an introduction to online learning and is a prerequisite to all other ABT on-line courses.

## **ITV**

Interactive Television (ITV) is a means of getting scheduled courses from one campus to another. Each of the four NIC campuses has ITV facilities, allowing NIC to connect as many as four classrooms into one. If you're interested in a particular course, but it doesn't appear to be offered in your campus community, check the ITV listings—it may be offered on the big screen. You can find specific ITV courses on NIC CONNECT, by specifying 'ITV' in the search form under "Course Deliver Method." Unlike online or paper-based courses, ITV courses are scheduled; they're just like face-to-face scheduled courses except that some of the 'faces' are on a screen.

## **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 Academic Schedule & Deadlines 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 Academic Schedule & Deadlines 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.

## **APPLICATION**

Register as you would for any NIC course

1. 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)).
2. 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.

**International students:** Please see [www.nic.bc.ca/ie](http://www.nic.bc.ca/ie)

## **REGISTRATION**

- Pay applicable term deposit fees
- Register in selected courses
- Provide course prerequisites
- Pay balance of tuition fees (see Academic Schedule & Deadlines) 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).

## **SERVICES**

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

### **Library**

Visit any NIC campus library either in person or via the library web page, 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. If you would like to talk to a librarian directly, click on the button labeled "Askaway" on the library website.

You can access article indexes online through the library web page 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 "Departments 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. You will be sent a form early in your course to help you choose an appropriate invigilator. Check your student manual and visit our website for more exam information.

## EDUCATIONAL ADVISING AND FINANCIAL AID

Educational and Financial Advisors are available to work with distance students to discuss financial aid or educational planning. Call your local campus to speak to a Student Advisor today.

## COURSE OFFERINGS

For a list of courses offered through Distance Learning please visit our website ([www.nic.bc.ca](http://www.nic.bc.ca)) ➔ NICCONNECT (link is at the top of the NIC home page) ➔ "Guests can search our course offerings" (link is in the middle of the page) ➔ select a term from the drop down menu ➔ select Distance Education from the Course Delivery Method drop down menu ➔ Submit. You may page through the course offerings by clicking the Next and Prev buttons at the top and bottom of each page.

## INTERNATIONAL EDUCATION

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North Island College is committed to supporting students in their development of the global competencies and cultural intelligence needed to live and work in an increasingly connected world. A key strategy is our Study Abroad program through exchange and field schools to offer students opportunities to study a variety of programming in while living with cultures around the world. Another key strategy in reaching this goal is providing the opportunity for students to study and learn with international students from around the world here on NIC's campuses.

### CONTACT

#### North Island College International

Puntledge Hall, Room 108,  
2300 Ryan Road, Courtenay, BC V9N 8N6

Phone: 1-250-334-5033

Fax: 1-250-334-5287

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

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

### STUDY ABROAD

Developing cultural intelligence, understanding the impact of an individual's cultural background on their behavior and ability to engage successfully in other cultures is becoming increasingly important in our globalized work and social environments. Equally important are the development of global competencies which include abilities to speak about ones own culture and history while know something about another's culture, appreciation of difference and confidence to live in a culturally new place. Field schools and exchange programs offer students the opportunity to develop their skills and abilities for living, studying and working within cultures and languages new to them. This is a growing program area at NIC and opportunities are outlined at [www.nic.bc.ca/international](http://www.nic.bc.ca/international)

### INTERNATIONAL STUDENT ADMISSION

[www.nic.bc.ca/ie/ie\\_apply.htm](http://www.nic.bc.ca/ie/ie_apply.htm)

In general, international applicants must:

3. Be 18 years of age or older\*
4. Be a high school graduate
5. Meet Canadian government immigration authorization requirements
6. Have proof of medical insurance coverage in Canada

Admission to specific programs depends on space availability. Students applying to study in our English Language program 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 and successful completion of the NIC English language requirements or assessment where applicable. For information on English language requirements, please visit the NIC International website at [www.nic.bc.ca/international](http://www.nic.bc.ca/international).

The College may grant an applicant conditional admission to a program based on completion of NIC English Language requirements and or program prerequisites.

\*Options may be available for younger students who have completed high school.

### INTERNATIONAL STUDENT FEES AND SERVICES

#### Tuition Fees

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

All students are required to pay their first semester tuition fees, activity and student association fees prior to receiving their formal acceptance letter.

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

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 Canadian citizen or permanent resident.

### **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/international/](http://www.nic.bc.ca/international/)

### **Course Registration and Withdrawals**

International students are generally expected 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 required for attendance at North Island College. Students are eligible for the British Columbia government's Medical Services Plan insurance once they have lived in this province for three months. Students purchase insurance for their first three months in BC through an insurance agency or the College's insurance provider. Our international office assists students in completing documentation for purchase of medical insurance.

### **Student Support**

All international students are supported by our International Admissions Officer, who will work with students through the application process; and our International Student Liaison Officer who will work with students after they've been accepted until they graduate. Counselling and advising services are available for all admitted international students.

### **NICI 101 - Orientation**

Living in a new community and attending a new college can be challenging. North Island College provides all international students with an orientation as well as a series of workshops each semester to help students with everything from banking to recreational opportunities.

### **Activity Program**

Students are invited to participate in applied learning programs with our Cultural Assistants who are also North Island College students. Learning happens while enjoying the recreational and cultural activities within the community and in surrounding areas.

### **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 culture. Counselling offices are located in Student Services. Counselling is private and confidential.

### **Educational Advising**

International students are encouraged to meet with an academic advisor to discuss their educational plan to ensure it meets graduation requirements. Often academic students will be contacted by an advisor by e-mail before coming to NIC with assistance to register for classes. 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, in a peer stay, or live with a family in a homestay. Accommodation referrals, peerstay and homestay information is available on our website at [www.nic.bc.ca/accommodations](http://www.nic.bc.ca/accommodations).

### **Services and Activities**

International students have access to all of the student services available on campus, including student orientation, accommodation, library, bookstore, counselling, advising, laboratories, writing centres 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 the International Education office and the North Island Student Union.

### **Working, Volunteering and Internships**

International students are able to apply for on campus work—normally these part-time positions are no more than 10 hours per week. International students may also apply for an Off-Campus Work Permit if students have at least 6 months (in the last 12) of successful full-time academic post-secondary study. Students enrolled in a Co-operative Education (work/study) program (see page 37 for more information) will also need a work permit. Students who graduate from a certificate, diploma or degree program may also apply for a Post-graduate Work Permit which allows students to work in Canada for up to 3 years after graduation.

Our NICI International office will assist international students to complete documentation necessary for any work permits. International students, especially those studying English as a Second Language, are strongly encouraged to participate in volunteer activities in the community. Volunteering provides opportunities to learn new skills, make friends and develop language skills. The NICI International office provides support for all students seeking a volunteer or internship placement.

# CO-OPERATIVE EDUCATION

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**Start Date:** September (Tourism programs only); January (Business Students apply in fall)

**Contact(s):** Co-operative Education, 1-800-715-0914, [coop@nic.bc.ca](mailto:coop@nic.bc.ca)

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Want to be better prepared to enter the workforce? Co-operative Education will help you develop the skills you need to find and keep employment in your chosen career. Co-op helps you to promote yourself through effective resumes, cover letters, and interviews. Work terms available through the Co-op Office provide you with the opportunity to apply your skills in the 'real world'. Co-op staff approves and monitors work terms. We are available to support you every step along the way!

## PROGRAM HIGHLIGHTS

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, advance your career even before you graduate by adding Co-op to your NIC experience.

## PROGRAM OPTIONS

Co-op education is currently available for the following programs:

- Adventure Tourism diploma (mandatory)
- Business Administration diploma
- Tourism & Hospitality Management diploma (mandatory)

Since Co-op students complete at least one year 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 will work with you to develop appropriate paid, career-level work term opportunities. The length of the work term is typically four to five months long, depending on your program area. For a Work term to count towards a Co-op Designation, there is a minimum number of hours you must complete. 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 around the world. If you are willing to commute or relocate, you will have access to a much wider range of opportunities.

## PROGRAM OVERVIEW

In order to receive a Co-op designation, you must complete work experience equal to 30% of your total program credits.

### Seminar

EMP 100 Co-op Education Pre-Employment Seminar

### 1st Work Term

One of, depending on your program of study:

- BUS 197 Business Administration Co-op Work Term 1
- TRM 197 Tourism Co-op Internship Work Term 1

### 2nd Work Term

BUS 297 Business Administration Co-op Work Term 2

### Optional Work Terms

BUS 298 Business Administration Co-op Work Term 3

**Note:** these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

## 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.

## ADMISSION REQUIREMENTS

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

- Submit a completed Co-op application form and participate in an intake interview during the fall term;
- Achieve and maintain a GPA of 2.33 or better in the required program courses;
- Plan to complete all or most course requirements for the fall and winter terms before beginning the first work term;

- Maintain a full-time course load of at least three courses per term; and be planning to return to school after their work terms;
- Demonstrate the motivation and potential to pursue a professional career by planning to participate in all aspects of the work search process.

Applications are accepted in the fall. Contact the Co-op Education office for more details.

## WORK TERM TRANSFER

Co-op programs at NIC are provincially accredited through the Association for Co-operative Education – BC/Yukon. If you are planning to continue your studies within the same discipline at another institution in BC where Co-op is offered, please consult the Co-op office to ensure your work terms are eligible for transfer as well.

## CONTINUING EDUCATION

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**Contact(s):** All Communities - 1-800-715-0914 (toll-free in BC), [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

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 learn something new, Continuing Education offers something for everyone.

### PERSONAL & PROFESSIONAL DEVELOPMENT

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, Port Alberni, and Port Hardy. For a complete list of Continuing Education courses in your community, visit [www.nic.bc.ca](http://www.nic.bc.ca) or contact your local campus.

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

- |                                       |  |
|---------------------------------------|--|
| • Agriculture                         | • Health care training & upgrading           |
| • Arts, history, writing              | • Health & wellness                          |
| • Business & management               | • Home & garden                              |
| • Career Development Certificate      | • Janitorial                                 |
| • Cashier training                    | • Languages                                  |
| • Computer training                   | • Marine training                            |
| • Driver training                     | • Microsoft Certified Application Specialist |
| • ElderCollege                        | • Non Profit Management                      |
| • Fire Safety Training                | • Oil & Gas                                  |
| • First aid                           | • Organic Master Gardener                    |
| • FoodSafe                            | • Photography                                |
| • Food & beverage                     | • Professional Bar Service                   |
| • Heavy Equipment Operator Foundation | • Trades training & upgrading                |
| • Heavy Equipment Operator Program    | • WHMIS                                      |
|                                       | • Woodworking                                |

### CONTINUING EDUCATION DIRECTORY

#### Campbell River Campus

Wendy Samaroden  
250-923-9750  
[wendy.samaroden@nic.bc.ca](mailto:wendy.samaroden@nic.bc.ca)

#### Comox Valley Campus

Claire Marchand  
250-334-5005  
[claire.marchand@nic.bc.ca](mailto:claire.marchand@nic.bc.ca)

#### Port Alberni Campus

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

#### Mount Waddington Regional Campus

Lyn Barton  
250-949-2851  
[lyn.barton@nic.bc.ca](mailto:lyn.barton@nic.bc.ca)

#### Manager, Continuing Education and Training Division

Tracy Parker  
250-923-9723  
[tracy.parker@nic.bc.ca](mailto:tracy.parker@nic.bc.ca)

#### Director, Continuing Education and Training Division

Cheryl O'Connell  
250-923-9721  
[cheryl.oconnell@nic.bc.ca](mailto:cheryl.oconnell@nic.bc.ca)

# TRAINING SERVICES

## CONTACT

Tracy Parker  
Manager, Continuing Education and Training  
250-923-9723  
[tracy.parker@nic.bc.ca](mailto:tracy.parker@nic.bc.ca)

Training Services provides community education and customized training to meet community and industry needs. 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.

Whether you are looking for professional development or specific industry skills, Training Services is positioned to serve your needs. With over twenty years of experience developing, implementing, and evaluating programming to meet community needs, we take pride in delivering timely, effective, and feasible training on a part-time, full-time, or seasonal basis.

## EXPERIENCE

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

## CREDENTIALS

Training Services combines applied theory and hands-on skill development leading to North Island College certificates and recognized industry credentials. We provide:

- Needs identification, evaluations, and skills transfer
- Customized, cost-effective, and relevant courses designed to increase application and performance
- Accessible and flexible training

## CUSTOM TRAINING PROGRAMS & COURSES

Each year, North Island College provides learning opportunities for individuals transitioning into post-secondary, re-entering post secondary, continuing to advance skills for the workplace, or pursuing studies of personal interest. Below are just a few of the programs/courses that Training Services can provide for your group or business on request:

- **Management & Supervision:** Leadership and Coaching Skills, Conflict Resolution, Computer Training
- **Essential Skills:** Test of Workplace Essential Skills (TOWES) testing and upgrading
- **Industrial:** Rigging, Scaffolding, Hydraulics, Overhead Crane Operator, Welding, , Cross Connection Control, Air Brakes, Ozone Depleting Substance Control, Carpentry Certificate of Qualification
- **Occupational Health and Safety:** WSBC Occupational First Aid Levels 1, 2, & 3, WHMIS, H2S, TDG, WorkSafe
- **Tourism & Hospitality:** FoodSafe, WorldHost, Retail Training, Service Excellence, Hospitality & Retail Essentials
- **Marine Training:** MED A1, MED A2, MED A3, SVOP, ROC-MC, Master Limited



WWW.NIC.BC.CA

## Heavy Equipment Operator Foundation

4-week full-time certificate  
\$1,350 approx + books/supplies  
Campbell River campus  
Program start dates are ongoing

Develop the practical skills and knowledge needed to work in the road building and heavy construction industry. Earn college and Industry Training Authority certificates upon completion.

For details and to apply,  
visit [www.nic.bc.ca](http://www.nic.bc.ca)  
or call 250-923-9700 today.



# ACCESS FOR STUDENTS WITH DISABILITIES

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## ACCESS SERVICES

The Access for Students with Disabilities department (ASD) is proud to support learners of all abilities. Students with a documented permanent disability can access a wide range of support services, from education planning to adaptive technology depending on their documentation. Some services, such as funding supports, interpreting, captioning, alternate format textbooks, and access to adaptive technology, can take longer to organize than others. To ensure you receive the services you require, plan to contact us at least eight months in advance.

**Location(s):** Campbell River, Comox Valley, Port Alberni, Port Hardy

**Contact(s):** For more information about access services, resources, and special programming in your community please contact:

Comox Valley - Sheila Doncaster, 250-334-5079, [sheila.doncaster@nic.bc.ca](mailto:sheila.doncaster@nic.bc.ca); Wendy Harris, 250-334-5080, [wendy.harris@nic.bc.ca](mailto:wendy.harris@nic.bc.ca)

Campbell River - Catherine Peters, 250-923-9713, [catherine.peters@nic.bc.ca](mailto:catherine.peters@nic.bc.ca)

Port Alberni - Janis Almond, 250-724-8765, [janis.almond@nic.bc.ca](mailto:janis.almond@nic.bc.ca)

## ACCOMMODATION

NIC students with a documented disability may be entitled to reasonable accommodation. Accommodations are determined on an individual basis and must be supported by current documentation from a qualified expert. It is the student's duty to request accommodation and provide documentation early in the academic year.

### Students must:

- Meet entry requirements and on-going academic standards
- Provide acceptable documentation to NIC
- Identify themselves to Access Services at the time of acceptance
- Bring written requests for accommodation, or changes in accommodation, to the attention of Access Services at the beginning of each semester
- Discuss their situation with their instructors at the beginning of each semester
- Bring all requests for exam or test accommodation to Access Services in writing, at least one week prior to the scheduled exam/test
- Inform Access Services of any important changes to their health or disability

### Reasonable accommodation may include:

- Assistance with admissions and registration
- Development of an educational plan
- Access to financial aid and funding grants
- Agency and faculty liaison
- Campus orientation tours
- Exam accommodations
- Interpreting and captioning services
- Alternate format textbooks and handouts
- Access to adaptive technology
- Learning strategies support
- Note taking
- Tutoring
- Physical Access

For more information on resources and assistance available, please contact the Access Services office at the NIC campus nearest you.

## WHEN & HOW TO APPLY

Apply eight months before you plan to attend NIC, and book an appointment to discuss support services and arrange accommodated placement testing if necessary. Bring recent documentation of your disability to discuss your support needs.

The documentation must include:

- A diagnosis of a permanent or chronic specific disability that causes a barrier to your learning
- An outline of the severity, prognosis, and impact of your disability within a learning environment
- A statement confirming that your disability warrants accommodations.

Your documentation will be used to establish the need for accommodations, academic adjustments, and technological aids. It will be treated as confidential and only released with your written consent. Documentation requirements for federal and provincial programs may change. It is helpful to check with the college regarding criteria for these programs in advance. A *Verification of Permanent Disability* form is available from Access Services.

## WHAT STUDENTS SAY

*"In the last 3 years, I've come to see that I can be a successful student, and I do have the tools it takes to get an education, and that's been hugely credited to Access Services."*

Candice, former NIC student

*"There have been all kinds of ways that I've been helped by Access Services to accommodate my learning curves."*

Kristy, former NIC student

## PROGRAMS & COURSES

North Island College is proud to offer a diverse range of access courses and programs.

**Locations:** Campbell River, Comox Valley, Port Alberni

### **Contacts:**

Comox Valley - Genevieve Burdett or Catherine Peters,  
250-334-5079, [sheila.doncaster@nic.bc.ca](mailto:sheila.doncaster@nic.bc.ca)

Campbell River - Karen Sale, 250-923-9774,  
[karen.sale@nic.bc.ca](mailto:karen.sale@nic.bc.ca)

Port Alberni - Ellen Chambers, 250-724-8764  
[ellen.chambers@nic.bc.ca](mailto:ellen.chambers@nic.bc.ca)

## **EMPLOYMENT TRANSITION PROGRAM**

Designed for individuals with documented disabilities, the Employment Transition program is a supportive eight-month program that teaches students the work, life, and social skills needed to prepare for employment.

The number of Employment Transition program courses offered each year will vary according to community demand and enrolment. Courses are offered in the fall and winter semesters with intake and registration in May of the previous year. Interested students are asked to contact the instructors eight months prior to the start of the program.

The program is designed to prepare students for employment, supported work, volunteer positions, or further skills training. Subject to funding availability, students also have the option to participate in unpaid work experience. The type of positions will depend on the students, their areas of interest, their aptitudes, and the types of jobs available in the local community. Total program hours vary.

Course offerings change from year to year. Topics include, but are not limited to:

- AED 021 Workplace Communications
- AED 022 Goal Planning and Personal Development
- AED 024 Work Search and Interview Skills
- AED 025 Workplace Expectations
- AED 026 Health Promotion
- AED 027 Workplace Safety
- AED 017 Work Experience ( Or a comparable successful work experience)

### **Admission Requirements**

1. Have a genuine desire to work
2. Be a minimum of 18 years of age
3. Have a documented cognitive disability
4. Have a proven ability to work successfully and independently in a classroom/ group setting
5. Attends a personal interview with the instructor
6. Students must complete an interview, and new students will need a placement assessment to determine eligibility

For more information on courses, please contact the Access for Students with Disabilities Services office at the NIC campus nearest you.

### **To Be Successful**

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.

### **Career Opportunities**

Depending on the skills acquired by the students, they may exit to competitive employment, supported work, volunteer positions, or further specific skills training. Types of employment will range according to student ability, interest, and local labour market influences.

## **LITERACY AND TECHNOLOGY HANDS ON PROGRAM (LATCH-ON)**

Latch-On is a literacy program developed specifically for young adults with cognitive disabilities by researchers at the University of Queensland, Australia. The program focuses on a number of aspects of literacy, including speaking, listening, reading, writing, creativity, sequencing, and technology. The program is presented using an overarching theme for each semester such as starting on a journey of self-discovery, beyond the self and into the community, reaching out into the world, or taking on the world. A series of sub-themes based on learner interests and abilities form the basis for individual lessons.

While attending Latch-On, students will have the opportunity to not only continue to develop multi literacy skills, but also to improve self confidence, and develop friendships through learning activities. Availability of the Latch-On program will depend on the interest expressed in each community on an annual basis and the availability of funding for the program.

### **Admission Requirements**

1. Students must have a cognitive disability
2. Students must have a proven ability to work successfully and independently in a classroom or work setting.
3. Student must provide own transportation to and from NIC.
4. Students must complete an interview, and new students will need a placement assessment to determine eligibility

For more information on the Latch-On program, please contact the Access for Students with Disabilities Services office at the NIC campus nearest you.

## **OTHER INDIVIDUAL COURSE OFFERINGS**

The following courses have been offered to individuals with cognitive disabilities based on community demand and subject to the availability of resources. New courses are developed as required to meet community demands with consideration for available resources:

- AED 028 Relaxation and Stress Management
- AED 030 Basic Computer Skills
- AED 031 Working with The Environment
- AED 032 Math , Money and Managing it All
- AED 033 Emergency Preparation
- AED 034 Interpersonal Skills
- AED 036 Intermediate Computer Skills
- AED 038 Literacy for Life
- AED 050 FoodSafe Preparation

The following courses have been offered to individuals with mental health disabilities based on annual community demand and subject to the availability of resources:

- AED 060 Contemporary Issues
- AED 061 Discovering Career Paths
- AED 062 Introduction to Peer Support
- AED 036 Intermediate Computer Skills

## **Admission Requirements**

1. Students must have a documented cognitive disability or mental health disability
2. Students must have a proven ability to work successfully and independently in a classroom or work setting
3. Student must provide own transportation to and from NIC
4. Students must complete an interview, and new students will need a placement assessment to determine eligibility

For more information on available courses, please contact the Access for Students with Disabilities Services office at the NIC campus nearest you.

# BUSINESS ADMINISTRATION CERTIFICATE

**Credential:** Certificate

**Program Length:** 1 year

**Tuition Category:** Category 1

**Location(s):** Campbell River, Comox Valley, Port Alberni

**Start Date:** September (All three locations),  
January (Comox Valley only)

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

The one-year Business Administration certificate provides a well rounded introduction to business and administration studies. It opens the door to many types of entry level positions in a wide range of business, government, and nonprofit organizations, and provides small business owners with the opportunity to learn about all aspects of the business environment. The certificate also ladders into NIC's diploma and degree programs. Some students may want to take this program to complement studies in areas such as computer science, fine arts, and trade programs.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Small classes, great instructors.** Small classes and excellent instruction combine to give you a strong background in business administration. Employers recognize NIC business graduates as skilled, valuable assets to a company.
- **Give yourself an edge.** With a certificate in business administration, you'll have the knowledge to support your art, trade, or science backgrounds in the business world.
- **Want to go further?** The certificate ladders directly into both the Business Administration diploma and Bachelor of Business Administration degree at NIC. It may also provide transfer credit, in part or in full, towards other programs throughout the province.

## PROGRAM HIGHLIGHTS

During the program, students are given a fundamental knowledge of administrative principles, financial accounting, economics and organizational writing. Marketing for public, private and not-for-profit sectors is explored, with particular emphasis placed on assessing dynamic marketing environments and developing a marketing strategy. Students are introduced to software widely used in business administration and learn how to use presentation software in a supportive, hands-on environment.

## CAREER OPPORTUNITIES

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

## CREDIT OF PRIOR LEARNING

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

## TO BE SUCCESSFUL

- Students enrolling in business administration programs should possess basic computer skills in word processing and file management.
- Students are encouraged to consult with a business administration instructor if they are unsure of their level of math preparedness for any of the business courses.

## 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 NIC MAT 053 with a grade of C or better; or math assessment.
3. Or permission of the department.

## PROGRAM REQUIREMENTS

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

- BUS 112 Introductory Financial Accounting I
- **and** BUS 113 Introductory Financial Accounting II
- **or** BUS 100 Financial Accounting Fundamentals and one of: MAT 115, BUS 152, or ENG 115

### plus

- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 162 Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing

**plus** one of the following electives:

- MAT 115, BUS 152, or ENG 115

**Please Note:** Students may not receive credit for both BUS 112 and BUS 100. Students planning to continue on to a Business Administration Diploma or Bachelor of Business Administration Degree in Accounting are advised to register in BUS 112 and BUS 113.

# BUSINESS ADMINISTRATION DIPLOMA

**Credential:** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September, January

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

As a Business Administration diploma student, you'll build on your knowledge of core business concepts by specializing in accounting, general management, or marketing. This two-year diploma program will prepare you for immediate employment or direct entry into third year of NIC's Bachelor of Business Administration degree.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **International exchange opportunities.** Students can participate in international exchange programs which allow for a semester of study in another country. Through student exchange programs, you can participate in exchanges to Germany, the US, Mexico, Poland and/or France, where you'll help plan and implement international projects.
- **Co-operative Education.** Qualified diploma students can participate in Co-operative Education. This opportunity integrates paid employment with academic study, giving you the confidence, contacts, and applied experience to enter the world of business.
- **Want to go further?** Depending on the diploma option you choose, the Business Administration diploma ladders directly into the third year of NIC's business administration degrees in accounting, general management, or marketing.

## PROGRAM HIGHLIGHTS

Business Administration students may choose from three diploma options:

### General Management Option

Students seeking a business studies program that covers a broad base of management functions choose the general management option. Sharing a common first year with other diploma options, the second year includes commercial law, consumer behaviour, e-business, management information systems, and entrepreneurial and small business management. These courses and others help students develop a broad range of business and administrative skills, and build a solid foundation for entry into the business world. Graduates find employment in entry-level positions with large and small organizations, in the private or public sector. Graduates are also prepared to start their own businesses or to enter directly into the third year of the Bachelor of Business Administration - General Management degree.

### Accounting Option

For those seeking a focused program in accounting, the accounting option of the Business Administration diploma is the right choice. This option prepares students for entry level accounting positions in 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 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, on completion of the diploma, enter directly into the third year of the Bachelor of Business Administration degree - Accounting major.

### Marketing Option

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

## CAREER OPPORTUNITIES

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

## CREDIT FOR PRIOR LEARNING

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

## 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 Business Administration post degree diploma.

## CO-OPERATIVE EDUCATION

Business administration students have the option of participating in Co-operative Education, which integrates paid, relevant work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. Graduates gain increased confidence, new employment contacts, and practical real-world experience.

Among the eligibility criteria, students must have a GPA of 2.33 or higher in the required business administration program courses and complete a Co-op interview. 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, sample job opportunities and wages, please contact Co-operative Education.

## TO BE SUCCESSFUL

- Students enrolling in business administration programs should possess basic computer skills in word processing and file management.
- 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.

## 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;
2. Principles of Math 11; or Applications of Math 12; or NIC MAT 053 with a grade of C or better; or math assessment;
3. Or, permission of the department.

## PROGRAM REQUIREMENTS

### Year 1: All Diploma Options

- BUS 112 Introductory Financial Accounting I
- BUS 113 Introductory Financial Accounting II
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics or BUS 152 Entrepreneurship & Small Business Management

*\*Accounting option students must take MAT 115*

*Students may exit with a Business Administration Certificate*

### **for Co-op students only:**

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

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

- BUS 298 Bus. Admin. Co-op Education Work Term 3

### Year 2: Accounting Option

- 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 290 Management Information Systems
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis

### Year 2: General Management Option

- BUS 221 Commercial Law
- BUS 232 Quantitative Methods
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- BUS 361 E-Business
- ENG 115 Essay Writing and Critical Analysis
- MAT 115 Introduction to Statistics or BUS 152 Entrepreneurship & Small Business Management

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

### Year 2: Marketing Option

- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis
- MAT 115 Introduction to Statistics or BUS 152 Entrepreneurship & Small Business Management

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

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE, ACCOUNTING MAJOR

**Credential:** Degree

**Program Length:** 4 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September, January

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

The four-year Bachelor of Business Administration (BBA) degree - Accounting major is designed for flexibility. The degree may be completed on either a full- or part-time basis, and qualified students may enter the degree program at any year level. With a strategic balance of academic and applied studies, graduates are prepared for a management-level position in public accounting, financial management, business consulting or financial planning. Graduates are also well prepared to continue studies towards professional CA, CGA or CMA designations.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Invaluable work experience.** As a degree student, you'll have the option of complementing your in-class studies with business-related paid employment through Co-operative Education. In addition, you'll complete take several courses that incorporate academic learning with real workplace problems.
- **Recognized credentials.** NIC graduates are highly employable and qualifications earned through NIC's programs are widely recognized by employers and other post secondary institutions throughout the province.
- **International exchange opportunities.** Through student exchange programs, you can study abroad in Germany, the US, Mexico, Poland and/or France, where you will help plan and implement international projects.

## PROGRAM HIGHLIGHTS

Qualified students can 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 additional study to obtain the Bachelor of Business Administration degree (BBA). Students can also apply previous coursework from a wide range of university level studies or professional accounting programs towards the degree program.

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

## CAREER OPPORTUNITIES

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. Employment destinations include private practice, business, crown corporations, and government agencies.

Graduates are also 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. Graduates also meet the CGA Association's bachelor's degree requirement.

## CREDIT FOR PRIOR LEARNING

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

## CO-OPERATIVE EDUCATION

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

BBA degree students need to apply for Co-operative Education in November of their second year of study. Among the eligibility criteria, students must have a GPA of 2.33 or higher in the required business administration program courses and complete a Co-op interview. Students can be awarded a Co-operative Education designation on their degree if they successfully complete EMP100, BUS197, BUS297, and BUS397 (in addition to their program course work). **Note:** these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

Students may choose either integrated or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities, and wages contact Co-operative Education.

**TO BE SUCCESSFUL**

- Students enrolling in business administration programs should possess basic computer skills in word processing and file management.
- 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.

**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 NIC MAT 053 with a grade of C or better; or math assessment;
3. Or, permission of the department.

**PROGRAM REQUIREMENTS**

The Bachelor of Business Administration Degree - Accounting program offers a great deal of flexibility. Students may customize a program both by choice of electives and by opting to take courses in any order as long as prerequisites are met. Students are required to successfully complete 120 credits excluding Co-op credits. The following is an example of a typical program for a student completing all of his/her studies within the program:

**Year 1**

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

**Students may exit with a Business Administration Certificate**

**Year 2**

- BUS 211 Intermediate Financial Accounting I
- BUS 212 Intermediate Financial Accounting II
- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 223 Taxation I
- BUS 232 Quantitative Methods
- BUS 244 Finance
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis

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

**Year 3**

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

**plus four electives totaling 12 credits\***

**Year 4**

- BUS 419 Advanced Financial Accounting
- BUS 420 Introduction to Auditing
- BUS 421 Accounting Theory
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 492 Strategic Management

**plus five electives totaling 15 credits\***

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

**COMPLETION REQUIREMENTS**

Fifty percent of the program must be completed at North Island College.

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE, GENERAL MANAGEMENT MAJOR

**Credential:** Degree

**Program Length:** 4 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September, January

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

The four-year Bachelor of Business Administration (BBA) degree - General Management major is designed for flexibility. The degree may be completed on either a full- or part-time basis, and qualified students may enter the degree program at any year level. With a strategic balance of academic and applied studies, graduates are prepared for a variety of management-level positions in most organizations and in virtually any industry.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Invaluable work experience.** As a degree student, you'll have the option of complementing your in-class studies with business-related paid employment through Co-operative Education. In addition, you'll take several courses that apply concepts from your studies to real workplace problems.
- **Recognized credentials.** NIC graduates are highly employable and qualifications earned through NIC's programs are widely recognized by employers and other post secondary institutions throughout the province.
- **International exchange opportunities.** Through student exchange programs, you can study abroad in Germany, the US, Mexico, Poland and/or France, where you will help plan and implement international projects.

## PROGRAM HIGHLIGHTS

Qualified students can 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 additional study to obtain the Bachelor of Business Administration degree (BBA). Students can also apply previous coursework from a wide range of university level studies towards the degree program.

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

## CAREER OPPORTUNITIES

Graduates are well-prepared for management related employment opportunities in both private and public sector organizations, or may opt to pursue their own business ventures. Graduates may also be eligible for membership in the Canadian Institute of Management and the Human Resources Management Association. Students who are interested in earning a CHRP (Certified Human Resources Professional) designation should know that, effective January 2011, a degree will become a requirement. The general management degree option will help prepare students who plan to write the CHRP examination.

## CREDIT FOR PRIOR LEARNING

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

## CO-OPERATIVE EDUCATION

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

BBA degree students need to apply for Co-operative Education in November of their second year of study. Among the eligibility criteria, students must have a GPA of 2.33 or higher in the required business administration program courses and complete a Co-op interview. Students can be awarded a Co-operative Education designation on their degree if they successfully complete EMP100, BUS197, BUS297, and BUS397 (in addition to their program course work). **Note:** these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

Students may choose integrated or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities, and wages contact Co-operative Education.

## TO BE SUCCESSFUL

- Students enrolling in business administration programs should possess basic computer skills in word processing and file management.
- 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.

## 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 NIC MAT 053 with a grade of C or better; or Math assessment;
3. Or, permission of the department.

## PROGRAM REQUIREMENTS

### Year 1

- BUS 112 Introductory Financial Accounting I
- BUS 113 Introductory Financial Accounting II
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics **or** BUS 152 Entrepreneurship & Small Business Management

*Students may exit with a Business Administration Certificate*

### Year 2

- BUS 221 Commercial Law
- BUS 232 Quantitative Methods
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- BUS 361 E-Business
- ENG 115 Essay Writing and Critical Analysis
- MAT 115 Introduction to Statistics **or** BUS 152 Entrepreneurship & Small Business Management

Plus two electives totaling 6 credits\*

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

### Year 3

- BUS 217 Managerial Accounting
- BUS 244 Finance
- BUS 255 Human Resources Management
- BUS 350 Organizational Behaviour
- BUS 362 Market Research
- BUS 380 International Business
- POL 203 International Relations

Plus 3 electives totaling 9 credits\*

### Year 4

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

Plus 2 electives chosen from:

- BUS 265 Retail Management
- BUS 355 Managing for Pub. & Non-profit
- BUAD 245 Comp. & Benefits (Okan.)
- ADMN 325 Labour Relations (TRU-OL)
- HRMT 301 Recruit. & Selection (Athabasca)
- HRMT 322 Employment Law (Athabasca)

Plus 3 electives totaling 9 credits\*

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

## COMPLETION REQUIREMENTS

Fifty percent of the program must be completed at North Island College.

# BACHELOR OF BUSINESS ADMINISTRATION DEGREE, MARKETING MAJOR

**Credential:** Degree

**Program Length:** 4 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September, January

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

The four-year Bachelor of Business Administration (BBA) degree - Marketing major is designed for flexibility. The degree may be completed on either a full- or part-time basis, and qualified students can enter the degree program at any year level. With a strategic balance of academic and applied studies, graduates are prepared for a variety of marketing oriented environments.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Invaluable work experience.** As a degree student, you'll have the option of complementing your in-class studies with business-related paid employment through Co-operative Education. In addition, you'll take several courses where you'll apply concepts from your studies to real workplace problems.
- **Recognized credentials.** NIC graduates are highly employable and qualifications earned through our programs are widely recognized by employers and other post secondary institutions throughout the province.
- **International exchange opportunities.** Through student exchange programs, you can study abroad in Germany, the US, Mexico, Poland and/or France, where you will help plan and implement international marketing-related projects.

## PROGRAM HIGHLIGHTS

Qualified students can 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 additional study to obtain the Bachelor of Business Administration degree (BBA). Students can also apply coursework from a wide range of university level studies towards the degree program.

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

## CAREER OPPORTUNITIES

Graduates may consider careers in retailing, marketing management, market research, advertising, and public relations in both public and private sector organizations. Some graduates may opt to pursue their own business ventures. BBA graduates may pursue professional development opportunities through organizations such as the Canadian Institute of Marketing, the Canadian Marketing Association, the Canadian Public Relations society, and many more specialized professional organizations.

## CREDIT FOR PRIOR LEARNING

North Island College accepts course transfer credit from a wide range of post secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the BC Transfer Guide 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.

## CO-OPERATIVE EDUCATION

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

BBA degree students need to apply for Co-operative Education in November of their second year of study. Among the eligibility criteria, students must have a GPA of 2.33 or higher in the required Business Administration program courses and complete a Co-op interview. Students can be awarded a Co-operative Education designation on their degree if they successfully complete EMP100, BUS197, BUS297, and BUS397 (in addition to their program course work).

**Note:** these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

Students may choose integrated or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities, and wages contact Co-operative Education.

## TO BE SUCCESSFUL

- Students enrolling in business administration programs should possess basic computer skills in word processing and file management.
- 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.

## 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 NIC MAT 053 with a grade of C or better; or Math assessment;
3. Or, permission of the department.

## PROGRAM REQUIREMENTS

### Year 1

- BUS 112 Introductory Financial Accounting I
- BUS 113 Introductory Financial Accounting II
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics **or** BUS 152 Entrepreneurship & Small Business Management

*Students may exit with a Business Administration Certificate*

### Year 2

- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis
- MAT 115 Introduction to Statistics **or** BUS 152 Entrepreneurship & Small Business Management

Plus 2 electives totaling 6 credits\*

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

### Year 3

- BUS 217 Management Accounting
- BUS 350 Organizational Behaviour
- BUS 361 E-Business
- BUS 362 Market Research
- BUS 368 Advertising & Marketing Communications
- BUS 380 International Business

Plus 4 electives totaling 12 credits\*

### Year 4

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

Plus 4 electives totaling 12 credits\*

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

## COMPLETION REQUIREMENTS

Fifty percent of the program must be completed at North Island College.

# BUSINESS ADMINISTRATION POST DEGREE DIPLOMA

**Credential:** Diploma

**Program Length:** 1 year

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September, January

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

If you have a bachelor's degree from a recognized institution, the Business Administration post degree diploma offers you an opportunity to complete a diploma program in business administration in just one academic year. Students develop valuable business skills and can select options in accounting, general management, or marketing. The Business Administration post degree diploma is also an avenue for students wishing to pursue graduate studies who may need to develop a stronger academic background.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Small classes, great instructors.** Small classes and excellent instruction combine to give you a strong background in business administration. Your qualifications as an NIC business administration graduate will be highly-regarded by employers and other post secondary institutions throughout the province.
- **Give yourself an edge.** With a post degree diploma in business administration, you'll have the knowledge to support your art, trade, or science background in the business world.
- **Flexible education.** The post degree diploma is a flexible program of study, allowing you to create a schedule that works with your lifestyle. Take courses in traditional classroom settings, or complete some of the program's courses through distance education.

## PROGRAM HIGHLIGHTS

The Business Administration post degree diploma offers learners with a bachelor's degree from a recognized institution an opportunity to complete a diploma program in business administration in one academic year. Students select options in accounting, general management, or marketing.

The accounting option provides an overview of accounting practices and principles, taxation, and business ethics. Students are introduced to the Canadian Income Tax system and are provided with a general framework for financial decision-making.

In the general management option, students learn fundamental skills related to financial accounting, human resources management and administration. Using simulations and comprehensive case studies, students gain experience in strategic analysis, plan development, and presentation.

Graduates of this option will possess skills in conflict resolution, management roles, motivation, and communication, and will have a greater understanding of organizational structure.

With the marketing option, students will study consumer behaviour and learn how to tailor their marketing efforts to better reach their desired audience, both regional and international.

## CAREER OPPORTUNITIES

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

## CREDIT FOR PRIOR LEARNING

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

## TO BE SUCCESSFUL

- Students enrolling in business administration programs should possess basic computer skills in word processing and file management.
- Students are encouraged to consult with a business administration instructor if they are unsure of their level of math preparedness for any of the business courses.

## ADMISSION REQUIREMENTS

1. An accredited bachelors degree with a minimum of three academic years from a recognized institution.
2. Principles of Math 11; or Applications of Math 12; or NIC 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.

## PROGRAM REQUIREMENTS

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

### General Management Option

- BUS 112 Introductory Financial Accounting I
- BUS 293 Business Simulation
- BUS 350 Organizational Behavior
- PHI 260 Business Ethics

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

**Plus 2** BUS electives **at the 200 level or higher.**

### Marketing Option

- BUS 260 Consumer Behaviour
- BUS 362 Market Research
- PHI 260 Business Ethics

**Plus 5** of the following: BUS 265, BUS 267, BUS 361, BUS 264, BUS 368, BUS 430, and BUS 450

**Plus 2** BUS electives **at the 200 level or higher.**

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

### Accounting Option

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

**Plus 5** electives taken from: BUS 150 or BUS 152, BUS 217, BUS 290, BUS 323, BUS 419, BUS 420, BUS 232, BUS 221, BUS 380, BUS 318, BUS 421, BUS 450

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

# APPLIED BUSINESS TECHNOLOGY

## OFFICE ASSISTANT I CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Varies by course. Contact a Student Advisor.

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

Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor now to discuss course planning. Individual course start dates vary throughout the year and depend on available space.

The 30-week Office Assistant I certificate program will provide you with a strong foundation of knowledge and skills for office careers or for re-entering the workforce. Throughout the 11 online courses, you'll learn effective business communication, word processing skills, and how to perform accurate business calculations. Graduates are prepared for entry-level office positions, and may continue their education into one of the following specialty programs: Computing Accounting Assistant certificate, Administrative Assistant certificate, Legal Administrative Assistant certificate, or Medical Office Assistant certificate.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Skills you can use.** Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With an Office Assistant I certificate, you'll possess the credentials and the applied skills for a variety of entry-level opportunities in all industries.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever or wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. Whether you're a recent high school graduate, a current office worker wanting to upgrade your business technology skills, or looking to change careers, you can tailor the Office Assistant I certificate to suit your availability, and lifestyle.
- **Credit for what you know.** If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit.
- **Want to go further?** With an Office Assistant I certificate, you can enhance your knowledge by continuing into the Computing Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, or Medical Office Assistant certificate programs at NIC.

### PROGRAM HIGHLIGHTS

The 11 online courses in the Office Assistant I certificate are offered throughout the year and provide students with the required knowledge, skills, and abilities needed to perform effectively in entry-level office support positions.

Students begin by taking an Online Learner Success course, which provides an essential introduction to the unique challenges of learning online. This course helps students maximize their online learning experience.

Students learn keyboarding skills by participating in skill-building activities which promote effective touch typing. A basic introduction to the Internet provides students with the essential terms, concepts, and file management skills required in an office environment. Courses in word processing assist students in the fundamental skills of formatting business documents, plus advanced functions such as merging, applying graphics, and creating tables, charts, and reports.

Students learn essential skills in human relations, interpersonal skills, effective communication, and client relations. They learn administrative procedures and develop efficient office practices, such as time management, safety and ergonomics, appointment scheduling, and banking procedures. Records management is also explored.

The Business Calculators and Mathematics course provides students with the knowledge to complete computational skills. During Business English, students receive a comprehensive review of grammar, punctuation, style, business spelling, and vocabulary development, and in Business Communication, students learn how to best express themselves in a professional environment. All coursework is applied to current and best Canadian business practices and standards.

### CAREER OPPORTUNITIES

The Office Assistant I certificate prepares students with core computer skills in orientation to the online learning environment, basic keyboarding and speed development, word processing, English usage in a business environment, how to write business correspondence and communication, computational skills using the desktop calculator, solving basic business mathematics problems, records management, organizational skills, teamwork, and interpersonal communication skills. Employment opportunities may include, but would not be limited to, receptionists, office worker, office assistant, computer assistant, and general office worker.

Graduates of the Office Assistant I certificate may choose to continue their education by enrolling in the Administrative Assistant, Computing Accounting, Legal Administrative Assistant, or Medical Office Assistant certificate programs.

## 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 advisor 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.

## TO BE SUCCESSFUL

- Starting the program in September, January, or April offers online students the best opportunity to access courses that they require. Students are encouraged to contact a Student Advisor to help you to create a course timetable that meets both your goals and the available time needed to complete the program.
- Students will need access to a computer, the internet, have a personal email account for correspondence. Additional supplies or equipment may be required for other courses.

## ADMISSION REQUIREMENTS

1. A minimum of C grade in Provincial English 12, or TPC 12, or NIC upgrading ENG 098, ENG 060 or ESL 090, or equivalent, or successful English placement testing; and,
2. A minimum of C grade in Apprenticeship and Workplace Mathematics 10, or Essentials Math 10, or Foundations of Math 10, or NIC upgrading MAT 024 (Note: MAT 034 will be required for the 2011FA intake), or equivalent, or successful math placement testing.

## PROGRAM REQUIREMENTS

- ABT 020 Online Learner Success
- ABT 100 Introductory Keyboarding
- ABT 101 Introduction to Computers & the Internet
- ABT 109 Human Relations for Career Success
- ABT 110 Records Management
- ABT 111 Administrative Procedures
- ABT 116 Word Processing I
- ABT 117 Word Processing II
- ABT 147 Business Calculators & Mathematics
- ABT 148 Business English
- ABT 149 Business Communications

## COMPLETION REQUIREMENTS

The keyboarding speed requirement for the Office Assistant I certificate is 40 words per minute with a maximum error rate of three errors in at least three two-minute timings.

To be eligible to receive a certificate, students must achieve a minimum of 70% (B-) in each course listed for the certificate.

# APPLIED BUSINESS TECHNOLOGY

## ADMINISTRATIVE ASSISTANT CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks post Office Assistant I certificate

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Varies by course. Contact a Student Advisor.

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

Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor now to discuss course planning. Individual course start dates vary throughout the year and depend on available space.

The 30-week Administrative Assistant certificate is designed for students who require an advanced level of business and office administrative skills. As a graduate of this program, you will be highly proficient in communication, career planning, and office technology. You'll possess basic accounting knowledge, understand database and statistical analysis using Access and Excel, and have advanced word processing skills using Word. You'll learn presentation skills using PowerPoint, plus you'll also possess skills in desktop publishing and web page design.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Skills you can use.** Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With an Administrative Assistant certificate, you'll qualify for positions such as office worker, office clerk, administrative assistant, professional assistant, and more.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability, and lifestyle.
- **Credit for what you know.** If you are transferring from another college or institution, you may be given credit for prior course work. Prior office work experience may also be eligible for credit. Check with a Student Advisor for details.

### PROGRAM HIGHLIGHTS

The Administrative Assistant certificate program is comprised of ten online courses. Students complete tasks and assignments to meet specific deadlines, but choose to complete them at times that best fit their own daily and weekly schedules.

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

Students also learn to use Powerpoint presentation software, and are introduced to the Microsoft Access data management system. Students receive hands-on training in the use of e-mail for online communication through an introduction to Outlook.

To best learn how to use desktop publishing functions, students produce publications such as letterheads, flyers, and brochures. They then use all of their new skills to complete a variety of practical projects.

In addition to these technical skills, students learn the basics of accounting, providing the fundamental concepts, principles, and procedures to those with no previous knowledge of bookkeeping. Students also develop skills in effective job searching in today's competitive and changing employment market. Students explore self-assessment, networking, resumes, interviews, portfolios, and career planning.

### CAREER OPPORTUNITIES

Using the latest computer technology and best office practices, graduates are qualified to provide administrative support in the areas of government, service organizations, hospitality, tourism, insurance, finance, real estate, transportation, and education.

### 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 advisor 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.

**TO BE SUCCESSFUL**

- Starting the program in September, January, or April offers online students the best opportunity to access courses that they require. Students are required to contact a Student Advisor to help them create an education plan that meets both their goals and the available time needed to complete the program.
- Students will need access to a computer, the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for other courses.

**ADMISSION REQUIREMENTS**

1. Successful completion of the Office Assistant I certificate.
2. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three two-minute timings with three errors or less.

**PROGRAM REQUIREMENTS****First 30 Weeks**

- Complete Office Assistant I certificate

**Next 30 Weeks**

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

**COMPLETION REQUIREMENTS**

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

# APPLIED BUSINESS TECHNOLOGY

## COMPUTING ACCOUNTING ASSISTANT CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks post Office Assistant I certificate

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Varies by course. Contact a Student Advisor.

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

Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor now to discuss course planning. Individual course start dates vary throughout the year and depend on available space.

The Computing Accounting Assistant certificate provides in-depth, practical training in office and accounting procedures. Over 30 weeks, the nine online courses emphasize current business computer applications such as accounting, database, spreadsheet, and presentation software. As a graduate, you'll possess not only an excellent understanding of manual and computerized accounting systems, but also effective job search skills for today's competitive job market. The certificate also provides an introduction to more advanced areas of study, such as financial accounting or managerial accounting.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Skills you can use.** Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With a Computer Accounting Assistant certificate, you'll qualify for positions such as bookkeeping assistant, data entry clerk, financial assistant, payroll support personnel, and computer-related positions.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability, and lifestyle.
- **Credit for what you know.** If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with a Student Advisor for details.

### PROGRAM HIGHLIGHTS

Computing accounting skills are valued in virtually every type of business and industry, and with a Computer Accounting Assistant certificate, graduates can find employment in a range of areas. The program is comprised of nine online courses. Students complete tasks and assignments to meet specific deadlines, but choose to complete them at times that best fit their own daily and weekly schedules.

During the program, students are given an introduction to manual accounting, with particular attention paid to fundamental accounting principles and their application in day-to-day situations. They then gain additional knowledge in common accounting systems, including sales, purchases, taxes, and payroll.

Students also develop skills in computerized accounting, and become familiar with software commonly used in this field. Students gain hands-on practice at converting a manual accounting system to a computerized system.

The program also explores the diverse uses of spreadsheets in the office environment. Students learn to use the fundamental and advanced features of Microsoft Excel with ease. They perform calculations with advanced formulas and functions, link to Excel data for Mailmerge, and develop a custom Excel application.

Students are introduced to the Microsoft Access data management system. They learn to confidently use Powerpoint presentation software. Finally, students also develop skills in effective job searching in today's competitive and changing employment market, and explore self-assessment, networking, resumes, interviews, portfolios, and career planning.

Graduates will be able to track accounts, work comfortably in an office environment, and process a variety of business transactions expediently and efficiently. They possess the skills required to work as an accounts receivable/payable and payroll clerk or general bookkeeper for a variety of small, medium, and large companies.

### CAREER OPPORTUNITIES

Graduates qualify to work for a diverse range of businesses from proprietorships to large corporations as bookkeeping assistants, data entry clerks, financial assistants, payroll support personnel, and computer-related positions. The Canadian Institute of Bookkeeping supports our graduates by allowing transfer credit for specific course equivalencies.

## 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 advisor 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.

## TO BE SUCCESSFUL

- Starting the program in September, January, or April offers online students the best opportunity to access courses that they require. Students are required to contact a Student Advisor to help them to create an education plan that meets both their goals and the available time needed to complete the program.
- Students will need access to a computer, the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for some courses.

## ADMISSION REQUIREMENTS

1. Successful completion of the Office Assistant I certificate.
2. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three two-minute timing with three errors or less.

## PROGRAM REQUIREMENTS

### First 30 Weeks

- Complete the Office Assistant I certificate

### Next 30 Weeks

- ABT 102 Keyboarding II
- ABT 120 Job Search
- ABT 126 Presentation Software
- ABT 135 Electronic Databases
- ABT 145 Electronic Spreadsheets
- ABT 146 Advanced Electronic Spreadsheets
- ABT 161 Accounting I
- ABT 162 Accounting II
- ABT 165 Computerized Accounting

## COMPLETION REQUIREMENTS

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

# APPLIED BUSINESS TECHNOLOGY

## LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks post Office Assistant I certificate

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Varies by course. Contact a Student Advisor.

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

Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor now to discuss course planning. Individual course start dates vary throughout the year and depend on available space.

The 11 online courses in the Legal Administrative Assistant certificate prepare graduates for employment as an administrative assistant in law offices, notaries, and legal departments. During this 30-week program, you'll develop the fundamental knowledge, skills, work habits, and attitude necessary to provide administrative support to lawyers, judges, and notaries. Plus, by completing all of the legal courses, you'll enhance your specialization in the areas of litigation, corporate, conveyance, wills and estates, and family law.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Skills you can use.** Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With a Legal Administrative Assistant certificate, you'll have the specialized knowledge required for office positions in law offices, notaries, and legal departments of many different organizations.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability, and lifestyle.
- **Credit for what you know.** If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with a Student Advisor for details.

### PROGRAM HIGHLIGHTS

This certificate consists of 11 online legal courses, beginning with an introduction to the Canadian legal system. Students are introduced to legal office procedures, litigation, family litigation procedures, conveyance procedures, corporate procedures, and wills and estates.

Students participate in hands-on projects in which they integrate keyboard, computer, transcription, and document formatting skills with their legal knowledge. Students are also familiarized with specialized terminology used in corporate procedures, and gain the practical experience necessary for maintaining records of a British Columbia corporation.

By completing these diverse and specialized legal courses, graduates will discover a variety of employment and career advancement opportunities.

### CAREER OPPORTUNITIES

Graduates will qualify for a wide variety of administrative support positions in law, corporate, government, federal, provincial, and municipal government offices, notaries public, insurance and real estate offices.

### 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 advisor 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.

### TO BE SUCCESSFUL

- Starting the program in September, January, or April offers online students the best opportunity to access courses that they require. Students are required to contact a Student Advisor to help them create an educational plan that meets both their goals and the available time needed to complete the program.
- Students will need access to a computer, the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for other courses.

**ADMISSION REQUIREMENTS**

1. Successful completion of the Office Assistant I certificate, and ABT 120 Job Search or employment in the legal administration field.
2. Keyboarding speed requirement is 40 w.p.m. with a maximum error rate of three errors in at least three two-minute timed writings.

**COMPLETION REQUIREMENTS**

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

**PROGRAM REQUIREMENTS****First 30 Weeks**

- Complete the Office Assistant I certificate

**Next 30 Weeks**

- ABT 102 Keyboarding II
- ABT 170 Introduction to the Canadian Legal System
- ABT 171 Legal Office Procedures
- ABT 172 Litigation Procedures I
- ABT 173 Litigation Procedures II
- ABT 174 Family Litigation Procedures
- ABT 175 Conveyancing Procedures I
- ABT 176 Conveyancing Procedures II
- ABT 177 Corporate Procedures I
- ABT 178 Corporate Procedures II
- ABT 179 Wills and Estates

# APPLIED BUSINESS TECHNOLOGY

## MEDICAL OFFICE ASSISTANT CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks post Office Assistant I certificate

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Varies by course. Contact a Student Advisor.

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

Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor now to discuss course planning. Health care is one of the fastest growing industries in the country and, according to Statistics Canada, growth is likely to continue for the next ten years. The 30-week Medical Office Assistant certificate provides the first step toward an administrative career in this industry. You'll gain specialized knowledge in medical terminology, pharmacology, transcription, billing, clinical and administrative procedures. After one year of work experience, graduates have the opportunity to write the Medical Office Assistants of BC certification exam.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Skills you can use.** Today's businesses need entry-level employees with a range of office skills. With a Medical Office Assistant certificate, you'll qualify for specialized clerical and administrative assistant positions in the health care industry.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability, and lifestyle.
- **Credit what you know.** If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with a Student Advisor for details.

### PROGRAM HIGHLIGHTS

The online medical courses offer specialized education in medical terminology, anatomy and physiology, medical transcription, medical office procedures, financial recordkeeping and computerized medical billing, pharmacology, clinical procedures, office diagnostic procedures, assisting the physician, and specimen collection.

Students receive CD video instruction in medical terminology, to best ensure that they develop skills in the correct usage, pronunciation and spelling of medical terms and abbreviations. Students will focus on Greek and Latin prefixes, suffixes, word roots and combining forms.

### CAREER OPPORTUNITIES

Employment opportunities for medical office assistants include physicians' offices, group practices, hospitals, clinics, rehabilitation, and other health care facilities. The health industry employs many assistants whose support creates efficiencies and enables professionals to see more patients. Healthcare jobs will continue to increase for many years to come as the population ages and new technologies provide the opportunity for better health.

### 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 advisor 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.

### TO BE SUCCESSFUL

- Starting the program in September, January, or April offers online students the best opportunity to access courses that they require. Students are required to contact a Student Advisor to help them to create an educational plan that meets their goals and the available time needed to complete the program.
- Students will need access to a computer, the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for some courses.

**ADMISSION REQUIREMENTS**

1. Successful completion of the Office Assistant I certificate.
2. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three two-minute timings with three errors or less.

**COMPLETION REQUIREMENTS**

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

**PROGRAM REQUIREMENTS****First 30 Weeks**

- Complete the Office Assistant I certificate

**Next 30 Weeks**

- ABT 102 Keyboarding II
- ABT 120 Job Search
- ABT 182 Medical Terminology I
- ABT 183 Medical Terminology II
- ABT 184 Medical Transcription
- ABT 185 Medical Administrative Procedures
- ABT 186 Medical Terminology III - Pharmacology & Specialties
- ABT 187 Medical Billing Procedures - Manual
- ABT 188 Medical Billing Procedures - Computerized
- ABT 189 Clinical Procedures and Practice

# APPLIED BUSINESS TECHNOLOGY

## OFFICE MANAGEMENT CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Varies by course. Contact a Student Advisor.

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

Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor now to discuss course planning. Individual course start dates vary throughout the year and depend on available space.

Today's office professionals must be capable of meeting the challenges of changing technology, increased competition, and adaptations in the way that work is organized. During the 30-week Office Management certificate, you'll learn the fundamental skills of office management, such as communication, office technology, human relations, leadership, supervision, and interpersonal relations. Online classes are team oriented and highly interactive, drawing on your own experiences to help relate theory to practical work situations. Graduates are prepared for positions as supervisors, office managers, administrative assistants, or executive assistants.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Skills you can use.** If you're interested in re-entering the workforce as a supervisor or manager, the Office Management certificate offers advanced skills to achieve your goal.
- **Unique opportunities.** The Office Management certificate is not offered at any other post-secondary institution on Vancouver Island. Students can study from home or their local campus, and enjoy access to a local online instructor.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. Whether you're looking to advance your skills or change careers, you can tailor coursework to suit your ability, availability, and lifestyle.

- **Credit for what you know.** If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with a Student Advisor for details.

### PROGRAM HIGHLIGHTS

The Office Management certificate is a part-time program that prepares students for positions as supervisors, office managers, and administrative or executive assistants. Students complete three courses during the Fall term (September) and three courses in the Winter term (January), totalling 30 weeks.

Classes are team oriented and highly interactive. Students participate in online discussion groups, projects, and Internet research. They are encouraged to draw on their own experiences to help relate theory to practical work situations.

During the program's six courses, students learn a range of invaluable skills. They develop confidence in organizational management, leadership and supervision. They practice written and oral business communication, and learn how to prepare and deliver a variety of creative, powerful presentations. They also learn how to effectively plan a business event.

Students are introduced to human resource management, and cover topics such as human rights legislation, recruitment, training, and performance appraisals. They also learn interpersonal communication, negotiating skills, and conflict resolution.

Students are provided with an introduction to office systems and essential computer skills. Topics such as designing office systems, social and ethical issues involving computers, privacy and security, and maintaining effective records management are explored.

### CAREER OPPORTUNITIES

Graduates will qualify for positions as supervisor, office manager, administrative or executive assistant in the following types of organizations: accounting, education, financial, insurance, government, logging, and small, medium, and large businesses.

**ADMISSION REQUIREMENTS**

1. Office or business work experience with a minimum two years, or approval of the department
2. Minimum grade C in Provincial English 12 or one of ENG 060, ENG 098, ESL 090 or English assessment
3. Letter of reference from a supervisor including the NIC Office Management skills checklist

**or**

Graduate with Applied Business Technology Office Assistant I Certificate and one of the following certificates: Administrative Assistant, Computing Accounting Assistant, Legal Administrative Assistant, Medical Office Assistant; plus, letter of reference from a supervisor including the *NIC Office Management skills checklist*.

**PROGRAM REQUIREMENTS**

- ABT 200 Organizational Management
- ABT 210 Written Business Communications and Presentations
- ABT 220 Leadership and Supervision
- ABT 230 Human Resource Management
- ABT 240 Interpersonal Relations
- ABT 250 Office Systems & Computer Essentials

**Elective Option:**

One of the following courses may be substituted for any Office Management course:

- Any university transferable Business Administration course

**or**

- ENG 115 Essay Writing and Critical Analysis
- PSY 130 Introductory Psychology I
- PSY 131 Introductory Psychology II

**COMPLETION REQUIREMENTS**

Students must achieve a minimum of 70% (B-) in each course listed for the Office Management certificate.

# FINE ARTS DIPLOMA

**Credential:** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

**Contact(s):** Student Services, 1-800-715-0914,  
questions@nic.bc.ca

The two-year Fine Arts diploma program at North Island College enjoys a reputation for excellence. The courses are structured to respond to the multi-disciplinary trends of contemporary art and design, and consequently, the broad range of subjects will provide you with a fantastic opportunity to specialize or diversify. Instructors and students regularly exhibit their work and play a major role in the local arts community.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Let NIC inspire you.** The program develops critical thinking, creativity, problem solving skills, experimentation and encourages individuality. NIC's unique setting and well-equipped studios provide you with the resources and foundation for a successful art practice.
- **Community presence.** The staff and students of NIC consistently exhibit their work and play a major role in the Comox Valley's lively arts community. At NIC, you'll create a portfolio of work and accumulate experiences to help you secure a place in the field of Fine Arts.
- **Unique places, inspiring spaces.** As a fine arts student, you will enjoy access to the Shadbolt studio, a modern, 7,520 sq ft building which contains separate ceramics, painting and sculpture studios. You will also have access to one of only four Tozan Anagama kilns in the world, and NIC is one of the only colleges in Canada to provide a large-format parallel screen printing press for student learning.
- **Want to go further?** Students can complete their Bachelor of Fine Art degree without leaving the Comox Valley campus. In partnership with Emily Carr University, students can apply directly to the university, after completion of the NIC diploma, usually without the submission of a portfolio. Courses are taken from ECU instructors at the NIC campus in the Comox Valley and, upon completion, graduates receive a Bachelor of Fine Arts degree, the same credential they would receive if they were studying in Vancouver.

## PROGRAM HIGHLIGHTS

NIC's fine arts program provides the key to opening doors to a world of creative possibility. Students develop problem solving skills and an ability to think critically. NIC's well-

equipped studios and unique setting provide students with the resources, both physical and human, to inspire the imagination, and they are encouraged to experiment and express themselves individually.

NIC's fine arts department provides one of the best facilities in BC. The studios are well-equipped with up-to-date equipment and technology, and many of the instructors maintain national and international practices. Trees, mountains, and beautiful natural settings surround the Comox Valley campus, and outdoor activities such as skiing and hiking are easily accessible.

Beginning with fundamentals, students build a comprehensive knowledge of materials, creative processes, and theory, as well as the hands-on techniques and skills necessary for artistic expression. Students learn about art history and explore the evolution of visual culture.

Students then begin to diversify their talents and explore a variety of mediums. From intaglio printmaking to digital photography and from sculpture to painting, fine arts students are motivated to experiment, explore, and discover new methods of personal expression. Because of the broad nature of the coursework, the fine arts program 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

Graduates can apply their skills in a wide range of employment opportunities. Depending on your interests, you may want to look at opportunities in painting, sculpture, photography, printmaking or ceramics, curating, gallery curating, art education, architecture or industrial design, graphic design, animation, web design, fashion design, interior design or illustration, theatre, set design, video or film.

## PORTFOLIO OF WORKS GUIDELINES

Portfolios should be submitted the last week in March for a review that takes up to two weeks. Depending on the number of applicants, a second review may take place in May. Portfolios for this review will be accepted during the last week of May. Letters of expectation should be included with the Portfolio submission. Portfolios can be dropped off directly to Student Services at the Comox Valley campus.

The *Portfolio of Works* is your opportunity to present yourself visually. For a strong presentation, prepare and submit a portfolio of your works based on the following guidelines:

1. Maximum size for submission of original, two-dimensional work is 22" x 30". All works including slides and photographs of larger and three-dimensional works must be clearly identified with name, date, title, size and media.
2. The portfolio should contain a representative selection of your developments of up to 20 original completed works or works in progress. Original work excludes copies

or works created by others; however, it may include variations derived from others. Sources must be credited.

3. Submissions can include working studies or completed examples of your work. Two-dimensional works may include drawings, paintings, prints, photographs, mixed media and design projects, including computer-generated designs. Three-dimensional works may include clay, fibre, wood, metals, etc. Media presentations can be audio/video/computer generated.
4. Include examples of works in progress including research or technical explorations to illustrate your personal interests and directions. The committee is looking for self-initiated works, as well as examples assigned to you as projects.
5. Present your work in a neat and organized fashion. Do not submit works that are matted or framed. Sample storyboards are acceptable.
6. Arrange your portfolio to best illustrate your developments, i.e., over a sequence of time, by media, by idea, etc. Variety is expected in these areas.
7. Package and label your portfolio appropriately. Remember to include return postage if necessary.
8. Anything sent in digitally should be on CD and in either JPEG or PowerPoint format. Written material should be sent as a PDF.

The Portfolio committee is looking for demonstrated abilities within a variety of areas, an open, exploratory attitude, energy and a commitment that is consistent with the intense nature of this two-year program. Be prepared at your interview to explain why you have decided to pursue studies in the arts (your goals), how, when, and where you plan to attain these goals.

### **Statement of Expectations**

The 300-word statement of expectations is intended mainly to give the Portfolio committee an indication of the level of the applicant's communication skills. It will also give the committee an indication of what the student thinks the program will do for them. It should be understood that these expectations are not used to determine the candidate's suitability for the program. The emphasis is on communication skills.

### **TO BE SUCCESSFUL**

Fine arts and design students at North Island College are dedicated as well as creative. Course work is intense and requires focused effort and commitment. Students attending full time are in class for twenty-two hours per week with homework and extra studio time requiring almost that amount of time again. Students are challenged to see the world around them from different perspectives and are invited to interpret those experiences originally and creatively. The program wants students to do much more than simply complete assignments. There is an expectation that students will push the limits and bring more to their assignments than is being asked of them.

### **ADMISSION REQUIREMENTS**

1. Provincial English 12 with a C+ or better, or NIC upgrading 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*
4. *Fine Arts Declaration* form.

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

- **As a full-time student:** This requires the submission of a *Portfolio of Works*. A student should complete the program within two years of acceptance.
- **As a part-time student:** This also requires the submission of a *Portfolio of Works*. A student must complete the program within four years of acceptance.
- **As a non-program student:** On the *NIC Application for Admission* form, students should choose University Studies as their program name. Entering as a non-program student does NOT require the submission of a *Portfolio of Works*, but students will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, non-program students will be wait listed and will be registered on a first-come, first-served basis. If a non-program student wishes to join the program full- or part-time at a later date, they will then be required to submit a *Portfolio of Works*. All prerequisites and co-requisites are still required.

### **PROGRAM REQUIREMENTS**

#### **Year 1**

- FIN 100 Introduction to Art History and Visual Culture I
- FIN 101 Introduction to Art History and Visual Culture II
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II
- FIN 120 Colour & Perception
- FIN 121 Colour Applications
- FIN 130 3-Dimensional Materials & Form
- FIN 140 Creative Processes

**Note:** FIN 110 is a prerequisite or co-requisite for all 100- and 200-level Fine Arts courses except FIN 100 and 101.

#### **plus two courses from the following list:**

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

*Continued*

**Year 2****All students will be required to take:**

- FIN 210 Drawing & 2-Dimensional Language III
- FIN 211 Drawing & 2-Dimensional Language IV
- PHI 240 Philosophy of Art
- FIN 250 Modern Art History

**plus select four courses from:**

- FIN 200 Digital Visual Arts I
- FIN 201 Digital Visual Arts II
- FIN 215 Intaglio Printmaking
- FIN 217 Serigraph Printmaking
- FIN 220 Painting Applications I
- FIN 221 Painting Applications II
- FIN 230 Sculpture I
- FIN 231 Sculpture II
- FIN 235 3-Dimensional Applications (Ceramics I)
- FIN 236 3-Dimensional Applications (Ceramics II)
- FIN 245 Photography II
- FIN 246 Photography III

**plus two English courses from the following:**

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II

# PROFESSIONAL PHOTOGRAPHY CERTIFICATE

**Credential:** Certificate

**Program Length:** 10 months

**Tuition Category:** Category 3

**Location(s):** Comox Valley

**Start Date:** September, January

**Contact(s):** Paul Bailey, 250-334-5051, [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The 10-month Professional Photography certificate program provides you with the knowledge and abilities needed to work as a photographer, either on your own or in an entry-level position in the photography industry. You'll work in state-of-the-art studios, darkrooms, and computer labs with instructors chosen for their professional photography experience. A limited enrollment provides a low student-to-teacher ratio, making this program one of the best ways to gain valuable first-hand knowledge. As well as the technical and creative aspects of photography, the program also includes a business course to provide you with the practical skills you'll need to pursue photography as a career.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Great resources, great instructors.** As well as having studios that are well-equipped with up-to-date equipment, labs and technology, our instructors are also respected professional photographers.
- **An inspiring environment.** The Comox Valley enjoys a very lively cultural scene. Trees, mountains, and beautiful settings surround the campus itself, and there are many accessible outdoor activities such as skiing and hiking at the doorstep. The combination of vibrant communities, rural locations, and natural settings makes the Comox Valley a perfect location for all kinds of photographic work.
- **Industry-savvy instructors.** Professional photography instructors are working photographers who become teaching mentors to our students. The information and insights they share keep our students updated on current trends and directions in the photography industry.
- **Challenging and rewarding.** Ten months of intensive studies are designed to teach you the skills necessary to establish your own business, begin an entry-level position in the photography industry, or to continue with further exploration of a specific area of interest.

## PROGRAM HIGHLIGHTS

In the first term, students study the fundamentals of photography, such as using a digital SLR camera, controlling light, colour theory, design and composition, introductory studio lighting and the basics of black and white darkroom processing.

During the second and third terms, students use their skills in specialty applications including portraiture, advertising

photography, editorial and photojournalism, landscape, and nature photography. Students participate in field trips to a range of diverse locations.

Students also complete a two-week work experience practicum, giving them valuable hands-on experience in the field of photography. Student placements may be with portrait, wedding or commercial photographers, newspapers, photo retail stores, processing labs or graphic designers. Placements can be based either on Vancouver Island or elsewhere, if practical. As part of their final evaluation, students assemble a portfolio of work representative of their photographic talent and technical skill.

## CAREER OPPORTUNITIES

As a graduate of the Professional Photography certificate, career positions may include, but would not be limited to, photojournalist, fine art photographer, advertising, professional assistant, wedding photographer, and portrait photographer.

## ADMISSION REQUIREMENTS

1. Provincial English 11 with a C+ or equivalent, or an English assessment test;
2. Minimum C+ in Math 10 or assessment test in Math 033;
3. A portfolio of photography, and
4. A 300-word *Statement of Expectations*.

## PROGRAM REQUIREMENTS

- 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
- 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 729 Advertising Photography
- FIN 731 Landscape & Nature Photography
- FIN 733 Portfolio Project
- FIN 734 Business Practices in Photography
- FIN 735 Design of Marketing Media

# BACHELOR OF FINE ARTS DEGREE, EMILY CARR UNIVERSITY

**Credential:** Degree

**Program Length:** 3rd and 4th year of a 4-year degree

**Tuition Category:** N/A

**Location(s):** Comox Valley

**Start Date:** September

**Contact(s):** Emily Carr University -

General Information: 1-800-832-7788 (toll-free),

Admissions & Portfolio: (604) 844-3820,

Course Registration & Fees: (604) 844-3844,

Student Loans: (604) 844-3844

In collaboration with the Emily Carr University of Art + Design (ECU), NIC offers the unique opportunity to complete the third and fourth years of a Bachelor of Fine Arts degree at NIC's Comox Valley campus. Graduates of the NIC Fine Arts diploma program receive priority admission, usually without the submission of a portfolio, and diploma graduates from other institutions can apply to enter directly into the third year of the degree program. Courses are taught by Emily Carr faculty, and graduates receive the same credential in general fine arts that they would receive if they were studying at Emily Carr's campus in Vancouver.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Same degree, less cost.** The cost of living in the Comox Valley is considerably lower than in Vancouver, with more affordable housing and transportation fees.
- **Small classes, great instructors.** The excellent student-to-faculty ratio at NIC gives you more direct contact with your instructors than at other institutions.
- **Get out there!** Instructors and students consistently exhibit their work and play a major role in the local arts community. You'll create a portfolio of work and accumulate experiences to help you secure employment in your field.
- **Unique places, inspiring spaces.** As an NIC/ECU fine arts student, you will enjoy access to the Shadbolt atudio, a modern, 7,520 square foot building with separate ceramics, painting, and sculpture studios. You will also have access to one of only four Tozan Anagama kilns in the world, and NIC is one of the only colleges in Canada to provide a large-format parallel screen printing press for student learning.

## PROGRAM HIGHLIGHTS

This two year, full-time 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.

During the third year, students are exposed to 21 credits of 300-level courses, lectures in art history, and a visual arts seminar. During the seminar, students develop critical

awareness of the content and context of cultural production in relation to a wide range of practices and theories. They attend lectures and discussion groups, and are required to undertake research, give presentations, complete visual projects, and write papers.

Fourth year students are given their own studio, apart from the general use studios used for classes. They continue to explore topics in art history, social sciences and humanities to compliment their technical skills and development.

Each year, a series of guest artist lectures is offered. These lectures expose the students to artists who are actively engaged in their own artistic practice.

## ADMISSION REQUIREMENTS

1. Apply to the Emily Carr University of Art + Design, NIC/ ECU Bachelor of Fine Arts External Degree.
2. The minimum academic requirement for admission to the Bachelor of Fine Arts 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.
3. A portfolio of 15-20 pieces representing work in fine art may be required. The Emily Carr University Admission Office will notify those applicants requiring a portfolio, and will provide complete portfolio guidelines.
4. Preference for admission will be given to applicants holding a North Island College diploma in Fine Arts. Portfolio requirements may also be waived.

## PROGRAM REQUIREMENTS

### Year 3

- 21 credits Open Studio (visual arts/media/design) 300-level courses
- 3 credits AHIS (300/400 level) art history
- 3 credits HUMN 311 Visual Arts Seminar
- 3 credits Open Elective (studio or critical studies)

### Year 4

- 12 credits GEVA 410 Senior Studio
- 9 credits Open Elective (studio or critical studies)
- 3 credits AHIS (300/400 level) art history
- 3 credits SOCS (300/400 level) social science
- 3 credits HUMN humanities

## REGISTRATION

Once accepted, students will be invited to register for courses using the ECU online web registration system. A username and password will be issued with the formal acceptance letter along with registration instructions.

# INTERACTIVE MEDIA

## WEB DESIGN CERTIFICATE

**Credential:** Certificate

**Program Length:** 8 months

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

**Contact(s):** Student Services, 1-800-715-0914,  
questions@nic.bc.ca

Starting with the fundamentals, the eight-month Web Design certificate program focuses on design, graphics and animation for web applications. Course topics then proceed into project management, web analytics and usability, as well as digital photography and communication design. Web design graduates gain the experience to develop dynamic web applications with a variety of technologies and software tools.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **A cut above the rest.** In response to industry and employer input, NIC's programs include an increased number of advanced technology courses. As a result, NIC grads develop a higher level of technical expertise when compared to many other diploma and even degree programs in the province.
- **Professional experience counts.** On-the-job experience is an integral part of the programs, giving you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- **Creativity.** Today's employers and businesses value creative problem solving. NIC's Interactive Media instructors will give you challenges that require more than just facts to solve, and look for multiple solutions that stretch the boundaries of what is expected.
- **Develop your style.** At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement you need as you develop your personal style.
- **Want to go further?** The Web Design certificate counts as credit toward the Web Development diploma and Advanced Communication Design diploma, leading to a wider range of knowledge, opportunities, and careers.

### PROGRAM HIGHLIGHTS

NIC's Interactive Media programs provide the skills needed for today and tomorrow. Part-time study is available but, because technology changes rapidly, students are encouraged to complete their studies as quickly as they can.

Students are given fundamental knowledge in web design, programming, digital photography, and typography. With accompanying courses in project management, effective organizational writing, basic marketing principles, entrepreneurship and small business management, Web Design certificate graduates will also possess the skills necessary to succeed in the web design industry.

### CAREER OPPORTUNITIES

Graduates qualify for a wide variety of entry level positions in organizations such as corporate, government and educational institutions. Career positions may include, but would not be limited to, front-end web developer, web designer, web graphics technician, and flash designer.

### ADMISSION REQUIREMENTS

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;
2. C in Applications or Principles of Math 11, NIC MAT 053, or math assessment testing;
3. Three-hundred word *Statement of Expectations*;
4. Fine Arts Declaration form.

### There are three ways of gaining admission to the Web Design program:

- **As a full-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. A student should complete the program within eight months of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. Students are encouraged to complete the program within two years of acceptance.
- **As a non-program student:** This is for students who would like to access the courses one at a time without committing to the program. On the *NIC Application for Admission* form, students should choose University Studies as their program name. These students will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, these students will be wait listed and will be registered on a first-come, first-served basis. If a non-program student wishes to join the program full- or part-time at a later date, they will then be required to submit a *Statement of Expectations* and a *Declaration* form. The courses they have taken will be counted toward the program if there hasn't been too long a gap in their studies. All prerequisites and co-requisites will still be required.

*Continued*

**PROGRAM REQUIREMENTS**

- IMG 100 Programming for Web Design I
- IMG 105 Communication Design I
- IMG 110 Web Tools I
- IMG 111 Web Tools II
- IMG 112 Typography
- IMG 120 Web Animation
- IMG 130 Project Management
- BUS 162 Basic Marketing Principles & Practices
- FIN 247 Introduction to Digital Photography

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

# INTERACTIVE MEDIA

## WEB DEVELOPMENT DIPLOMA

**Credential:** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

**Contact(s):** Student Services, 1-800-715-0914,  
questions@nic.bc.ca

Building on the Web Design certificate, the Web Development diploma will take your skills to a whole new level. During this two-year diploma program, you'll learn web programming, game development, e-commerce, server-driven applications and large-scale web project management. Upon completion, graduates are able to develop and maintain large-scale, feature-rich, database-driven websites using the latest technologies.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **A cut above the rest.** In response to industry and employer input, NIC's programs include an increased number of advanced technology courses. As a result, NIC grads develop a higher level of technical expertise when compared to many other diploma and even degree graduates in the province.
- **Professional experience counts.** On-the-job experience is an integral part of the program, giving you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- **Innovation.** Today's employers and businesses value creative problem solving. NIC's approach is to set challenges for students that require more than just facts to solve them, and to look for innovative solutions that stretch the boundaries of what is expected.
- **Develop your style.** At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement you need as you develop your personal style.

### PROGRAM HIGHLIGHTS

NIC's Interactive Media programs provide the skills needed for today and tomorrow. Part time study is available but, because technology changes rapidly, students are encouraged to complete their studies as quickly as they can.

Building on the first year provided by the Web Design certificate, students will continue into more advanced design techniques and technologies. Web server administration and web game development is covered, and students are introduced to large-scale web project management. A

work term of four weeks gives students valuable on-the-job experience, resulting in increased confidence and professional contacts.

### CAREER OPPORTUNITIES

Web development graduates qualify for a wide range of positions in multimedia production companies, corporate, government or educational institutions, the entertainment industry and more. Career positions may include, but would not be limited to, web applications designer/developer, web systems administrator, e-commerce site developer, web analytics specialist, multimedia programmer, webmaster, and motion graphics developer.

### ADMISSION REQUIREMENTS

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;
2. C in Applications or Principles of Math 11, NIC MAT 053, or math assessment testing;
3. Three-hundred word Statement of Expectations;
4. Fine Arts Declaration form.

### There are three ways of gaining admission to the Web Development program:

- **As a full-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. A student should complete the program within two years of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. Students are encouraged to complete the program within four years of acceptance.
- **As a non-program student:** This is for students who would like to access the courses one at a time without committing to the program. On the *NIC Application for Admission* form, students should choose University Studies as their program name. These students will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, these students will be wait listed and will be admitted on a first-come, first-served basis. If a non-program student wishes to join the program full- or part-time at a later date, they will then be required to submit a *Statement of Expectations* and a *Declaration* form. The courses they have taken will be counted toward the program if there hasn't been too long a gap in their studies. All prerequisites and co-requisites will still be required.

*Continued*

## PROGRAM REQUIREMENTS

### Year 1

- IMG 100 Programming for Web Design I
- IMG 105 Communication Design I
- IMG 110 Web Tools I
- IMG 111 Web Tools II
- IMG 112 Typography
- IMG 120 Web Animation
- IMG 130 Project Management
- BUS 162 Basic Marketing Principles & Practices
- FIN 247 Introduction to Digital Photography

### Year 2

- IMG 201 Programming for the Web II
- IMG 202 Programming for the Web III
- IMG 206 Advanced Interactive Design
- IMG 210 Web Tools III
- IMG 230 Web Server Administration
- IMG 240 Emerging Technologies
- IMG 250 Web Game Development
- IMG 260 E-Commerce
- IMG 290 Portfolio Project I
- BUS 361 E- Business
- Work term (4 weeks)

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

# INTERACTIVE MEDIA

## COMMUNICATION DESIGN DIPLOMA

**Credential:** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

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

In the Communication Design diploma program, you'll focus on the design and marketing aspects of interactive media, plus the fundamentals offered in the Web Design certificate. Graduates of this two-year diploma program are able to design both print and web communications that are visually, technically, and commercially effective.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **A cut above the rest.** In response to industry and employer input, NIC's programs include an increased number of advanced technology courses. As a result, NIC graduates develop a higher level of technical expertise when compared to many other diploma and even degree graduates in the province.
- **Professional experience counts.** On-the-job experience is an integral part of the program. Work place practicums give you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- **Innovation.** Today's employers and businesses value creative problem solving skills. At NIC, you'll face challenges that require more than just facts to solve, and you'll develop an innovative approach that employers will appreciate.
- **Develop your style.** At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement you need as you develop your personal style.
- **Want to go further?** Your Communication Design diploma counts as credit toward the Advanced Communication Design diploma, giving you a seamless path to greater knowledge and opportunity.

### PROGRAM HIGHLIGHTS

NIC's Interactive Media programs provide the skills needed for today and tomorrow. Part time study is available but, because technology changes rapidly, students are encouraged to complete their studies as quickly as they can.

During the first year, students explore the fundamental skills necessary to communication design, such as graphic design, drawing, computer software, and basic marketing principles.

The second year allows students to familiarize themselves with more specialized tools and skills, such as motion graphics, programming, project management, and entrepreneurship. Students complete a portfolio project and four-week work term.

### CAREER OPPORTUNITIES

With experience in both print and web applications, graduates will qualify for positions at a wide variety of organizations, such as advertising agencies, design studios, new media production firms, web design companies, and internet marketing agencies. Career positions may include, but would not be limited to, graphic designer, web designer, book and editorial designer, digital artist, and flash designer.

### ADMISSION REQUIREMENTS

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;
2. C in Applications or Principles of Math 11, NIC MAT 053, or math assessment testing;
3. Three-hundred word *Statement of Expectations*;
4. Fine Arts Declaration form.

### There are three ways of gaining admission to the Communication Design program:

- **As a full-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. A student should complete the program within two years of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. Students are encouraged to complete the program within four years of acceptance.
- **As a non-program student:** This is for students who would like to access the courses one at a time without committing to the program. On the *NIC Application for Admission* form, students should choose University Studies as their program name. These students will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, these students will be wait listed and will be admitted on a first-come, first-served basis. If a non-program student wishes to join the program full- or part-time at a later date, they will then be required to submit a *Statement of Expectations* and a *Declaration* form. The courses they have taken will be counted toward the program if there hasn't been too long a gap in their studies. All prerequisites and co-requisites will still be required.

*Continued*

## PROGRAM REQUIREMENTS

### Year 1

- IMG 102 Computer Graphics I
- IMG 103 Computer Graphics II
- IMG 105 Communication Design I
- IMG 110 Web Tools I
- IMG 111 Web Tools II
- IMG 112 Typography
- BUS 162 BUS Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

### Year 2

- IMG 100 Programming for Web Design I
- IMG 120 Web Animation
- IMG 130 Project Management
- IMG 290 Portfolio Project I
- IMG 208 Communication Design II
- IMG 209 Communication Design III
- IMG 210 Web Tools III
- BUS 152 Entrepreneurship & Small Business Management
- BUS 368 Advertising and Marketing Communications
- FIN 247 Introduction to Digital Photography
- Work term (4 weeks)

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

# INTERACTIVE MEDIA

## ADVANCED COMMUNICATION DESIGN DIPLOMA

**Credential:** Diploma

**Program Length:** 3 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

**Contact(s):** Student Services, 1-800-715-0914,  
questions@nic.bc.ca

The three-year Advanced Communications Design diploma will prepare you for a variety of key roles in today's rapidly growing design industry. NIC's design programs provide a solid balance between technical knowledge and creativity. Graduates completing the advanced diploma are eligible for membership in the Society of Graphic Designers of Canada (GDC).

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Professional experience counts.** On-the-job experience is an integral part of the programs, giving you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- **Innovation.** Today's employers and businesses value creative problem solving, and at NIC, you'll discover challenges that require more than just facts to solve. Advanced communication design instructors look for innovative, creative solutions, preparing you for your future career.
- **Develop your style.** At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement you need as you develop your personal style.

### PROGRAM HIGHLIGHTS

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

During the third year, students complete their training with the remaining Interactive Media courses. For example, students who have achieved the Web Development diploma learn the fundamentals of communication design, while students who have finished the Communication Design diploma learn the skills of web development. In this way, all graduates of the Advanced Communication Design diploma possess a comprehensive knowledge of interactive media. Upon completion, graduates are eligible for membership with the Society of Graphic Designers of Canada, the professional body for communication design. With a strong combination of design and programming abilities, graduates can adapt rapidly

to the changing industry and are qualified to manage a high level of client communication needs—whether in print, online, or both.

### CAREER OPPORTUNITIES

In today's job market, countless industries require the combined technical and design expertise of an advanced communication design graduate. Professions range from graphic and web design, advertising and publishing to e-commerce, game and multimedia production or design. Career positions may include, but would not be limited to, those listed under the two-year Communication Design diploma, plus graphic designer for print and interactive media, web developer, web consultant, multimedia project coordinator, business owner & operator, e-commerce site designer, and motion graphics designer.

### ADMISSION REQUIREMENTS

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;
2. C in Applications or Principles of Math 11, NIC MAT 053, or math assessment testing;
3. Three-hundred word *Statement of Expectations*;
4. *Fine Arts Declaration* form.

### There are three ways of gaining admission to the Advanced Communication Design program:

- **As a full-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. A student should complete the program within three years of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form and *Statement of Expectations*. Students are encouraged to complete the program within six years of acceptance.
- **As a non-program student:** This is for students who would like to access the courses one at a time without committing to the program. On the *NIC Application for Admission* form, Students should choose University Studies as their program name. These students will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, these students will be wait listed and will be admitted on a first-come, first-served basis. If a non-program student wishes to join the program full- or part-time at a later date, they will then be required to submit a *Statement of Expectations* and *Declaration form*. The courses they have taken will be counted toward the program if there hasn't been too long a gap in their studies. All prerequisites and co-requisites will still be required.

*Continued*

## PROGRAM REQUIREMENTS

### Year 1

- IMG 102 Computer Graphics I
- IMG 103 Computer Graphics II
- IMG 105 Communication Design I
- IMG 110 Web Tools I
- IMG 111 Web Tools II
- IMG 112 Typography
- BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

### Year 2

- IMG 100 Programming for Web Design I
- IMG 120 Web Animation
- IMG 130 Project Management
- IMG 290 Portfolio Project I
- IMG 208 Communication Design II
- IMG 209 Communication Design III
- IMG 210 Web Tools III
- BUS 152 Entrepreneurship & Small Business Management
- BUS 368 Advertising and Marketing Communications
- FIN 247 Introduction to Digital Photography
- Work term (4 weeks)

### Year 3

- IMG 201 Programming for Web Design II
- IMG 202 Web Programming III
- IMG 206 Advanced Interactive Design
- IMG 230 Web Server Administration
- IMG 240 Emerging Technologies
- IMG 250 Web Game Development
- IMG 260 E-Commerce
- IMG 390 Portfolio Project II
- BUS 361 E-Business
- Elective
- Work term (4 weeks)

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

# FIRST AID & CPR TRAINING

**Credential:** N/A

**Tuition Category:** Category 2

**Location(s):** College Wide

**Start Date:** Monthly

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

First aid and safety are of paramount concern across all sectors of communities served by North Island College. North Island College offers a range of comprehensive programs of interest to safety professionals, parents, caregivers and the community.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Experience matters.** North Island College has over 15 years of experience developing and implementing responsive first aid programming across communities of Vancouver Island.
- **Options and flexibility.** Programming is available on-site at the college or can be scheduled full-time or part-time to meet the needs of individuals.

## WHICH COURSE IS RIGHT FOR YOU?

If you require a first aid course needs to meet 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 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 (CPR) 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 as FAC courses and CPR courses are listed as HRT courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC health and human services programs and marine training 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 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 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.

## ADMISSION REQUIREMENTS

There are no formal admission requirements for first aid training. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

## COURSES

### First Aid Courses

- AET 020 Emergency Medical Responder
- DVG 013 Oxygen Therapy for Divers
- FAC 010 Child Care First Aid
- FAC 011 Blood Pressure Monitoring
- FAC 012 Canadian Red Cross Babysitter's Course
- FAC 020 Emergency First Aid
- FAC 021 Standard First Aid
- 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 061 Combined OFA Level 1 & Standard First Aid
- FAC 070 Skills of Survival – Level 1
- FAC 071 Skills of Survival – Level 2
- FAC 083 Marine Basic First Aid With OFA Level 1
- FAC 084 Marine Advanced First Aid & CPR
- HRT 010 Heartsaver (CPR Level A)
- HRT 011 Basic Rescuer (CPR Level C)
- HRT 015 Health Care Provider (CPR Level HCP)
- HRT 017 CPR Level C and Health Care Provider - Recertification

*Continued*

- HRT 025 Automated External Defibrillator-AED
- HRT 030 CPR Instructors Course
- HRT 031 CPR Instructors “Recertification” Course
- OFA 001 WHMIS General
- OFA 010 Occupational First Aid Level 1
- OFA 015 Transportation Endorsement
- OFA 020 Occupational First Aid Level 2
- OFA 030 Occupational First Aid Level 3
- OFA 031 Occupational First Aid Level 2 or 3 Practice
- OFA 032 Occupational First Aid Level 3 Renewal
- OFA 033 Paramedic in Industry Practical Workshop
- OFA 050 Occupational First Aid Level 1 Instructor Training

**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

# ANIMAL CARE AIDE CERTIFICATE

**Credential:** Certificate

**Program Length:** 30 weeks

**Tuition Category:** Category 3

**Location(s):** Comox Valley

**Start Date:** October

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

The Animal Care Aide certificate is designed for compassionate individuals who wish to gain insight into animal well-being and overall care. Through theory, classroom instruction, and field trips, this 30-week program provides you with an introduction to a rewarding career and is valuable to anyone with a personal interest in animal care.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Less than a year to a new career.** In less than a year, graduates are on their way to a new career. Courses are typically held in the evening, with some classes and field trips held on weekends.
- **Make sure it's right for you.** Before beginning the program, you will attend a mandatory information session, which will give you the opportunity to meet the instructor and learn more about the program.

## PROGRAM HIGHLIGHTS

Through lectures and field trips, graduates of the Animal Care Aide certificate are prepared 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. While the program emphasizes small animal care in hospital/clinical settings, the training is valuable and easily transferable to other animal care settings. It is intended for individuals with no previous formal training, but the course has been designed to help existing staff and volunteers who wish to upgrade their skills.

## 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.

## ADMISSION REQUIREMENTS

1. Completion of *Supplementary Application* form and *Personal Profile Checklist* form.
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. C or better in Applications or Principles of Math 11, Introduction to Math 11, Trades Math 11, Consumer Math 11, or NIC MAT 053,
4. C or better in English 11, or NIC ENG 052, and
5. Placement testing or instructor permission.

## PROGRAM REQUIREMENTS

- 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 107 Veterinary Hospitals
- ANH 108 Wildlife Rehabilitation Centre
- ANH 110 Work Experience for Animal Care Aide
- ANH 111 Complimentary Medicine
- ANH 112 Veterinary Office Procedures

# HOSPITAL UNIT CLERK CERTIFICATE

**Credential:** Certificate

**Program Length:** 8 months

**Tuition Category:** Category 3

**Location(s):** Campbell River

**Start Date:** October

**Contact(s):** Karen McComber, 250-334-5000 ext 4601,  
kmccomber@nic.bc.ca

The eight-month, Hospital Unit Clerk certificate provides an informative introduction to the essential office skills used by unit clerks in public hospitals, specialist's offices, nursing services and more. During the program, you'll gain valuable knowledge and training in medical terminology, pharmacology, communications, and coordinating physician's orders. You'll also learn about transcribing and processing physician's orders, requisitioning diagnostic tests and treatments for patients, managing the patient's charts and unit supplies.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Ready for a change?** Classes are offered during the evenings, giving you time to continue to work or meet family responsibilities, even as you study. And with the program complete by July, you'll be on your way to a new career in less than a year.
- **Use your new knowledge.** Workplace practicums will give you first-hand experience and applied training in the field. When you graduate, you'll be prepared to step directly into the busy environment of a hospital unit clerk.
- **A system of support.** Our Student Advisors are ready to answer your questions about the Hospital Unit Clerk program and other health care-related programs available. They'll provide you with the information you need to make an informed career choice.

## PROGRAM HIGHLIGHTS

The eight-month Hospital Unit Clerk certificate is ideally suited for anyone seeking entry-level employment, as well as those currently employed in the health care field wishing to upgrade their skills. The program is offered evenings along with self-directed study beginning in the fall term and concluding in the summer term. Students must complete all of the courses in the program within this time frame. It consists of approximately 240 hours of classroom, 80 hours of practicum, self-directed 130 hours and home study.

Students study the role of the unit clerk in the health care team, medical terminology and vocabulary related to body systems, and professional communication in a hospital unit setting. Students are given an introduction to the classification, identification, and correct spelling of commonly-used medications.

There is a focus on management techniques and communication in a hospital environment. This includes the transcription and understanding of physicians' orders – the major and most critical function of the Hospital Unit Clerk. Students study dietary information, diagnostic imaging, respiratory care, physical and occupational medicine, and medications. Students attend lectures, participate in class discussion, and complete assignments, quizzes, and tests. In addition, students will be required to complete a minimum of 130 self-directed hours along with additional home study.

Finally, students participate in a work practicum, where they are given the opportunity to put theory into practice. The student will integrate and apply skills and knowledge obtained through coursework, and practice their skills in a workplace setting.

## CAREER OPPORTUNITIES

Graduates of this Hospital Unit Clerk certificate will be prepared for employment in a variety of health care settings, including private and public hospitals, public health offices, long term care facilities, medical offices, specialist's offices, nursing services (scheduling), insurance companies, and government offices with medical related departments.

## TO BE SUCCESSFUL

The following points are highly recommended in addition to the admission requirements:

- Computers are used in most health care facilities, thus strong word processing skills are an asset.
- A keen interest in working in a stressful, fast-paced working environment.
- TB testing may be required.
- A standard criminal record check and up-to-date immunizations may be required prior to practicum placement.
- Strong study skills and the ability to maintain a heavy homework load is essential to your success.
- Practicum placements may be scheduled during day shifts. It may be necessary to make arrangements for vacation leave and/or daycare arrangements when practicum is scheduled.

**ADMISSION REQUIREMENTS**

1. Grade 12 graduation (including English 12), or successfully complete a Hospital Unit Clerk Math and English assessment.
2. Keyboarding speed minimum of 50 words per minute. Students can book a testing time with the designated Applied Business Technology (ABT) instructor at their local NIC campus or contact Assessment Services for an open testing session.
3. Computer skills. Successful completion of an Introduction to Computers course within the past 2 years or equivalent course; or if you use computers regularly in your work or have extensive recent experience using computers, provide documentation of this work in your application, detailing the systems and programs you use and know.

**PROGRAM REQUIREMENTS**

- HUC 100 Hospital Unit Clerk Overview (15 hours)
- HUC 101 Anatomy, Physiology & Medical Terminology (60 hours)
- HUC 103 Pharmacology Introduction (42 hours)
- HUC 104 Non Clinical Management of the Nursing Unit (18 hours)
- HUC 105 Unit Clerk Procedures & Observation (111 hours)
- HUC 106 Unit Clerk Practicum (81 hours)

**COMPLETION REQUIREMENTS**

Maintain 75% or better in all classes.

# EARLY CHILDHOOD CARE & EDUCATION CERTIFICATE

**Credential:** Certificate

**Program Length:** 10 months

**Tuition Category:** Category 1

**Location(s):** Comox Valley, Port Alberni

**Start Date:** September

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

As an Early Childhood Care & Education certificate student, you'll develop the skills to work with young children, aged three to five, in a variety of child care settings, and learn to contribute to their positive development. During this 10-month program, you'll receive hands-on practical training, and a solid understanding of early childhood care and education theories and practices. This program has been approved by the Early Childhood Educator Registry, and upon completion of the program, the NIC certificate will lead to your BC Licence to Practice.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Learn at your own pace.** The program can be completed either full-time or part-time, giving you the flexibility to continue with other commitments while you study.
- **Experience that employers value.** Practicums provide first-hand experience and training in the field, enabling you to secure positions of greater responsibility.
- **Credit for prior learning.** Students who already have relevant work experience may receive credit for parts of the certificate or diploma practicums. Ask a Student Advisor for details.
- **Small classes, big opportunities.** The blend of small class size and high quality instruction, along with valuable hands-on experience in a variety of child care settings, helps NIC students achieve their personal, career, and educational goals.
- **Approved education.** NIC's Early Childhood Care & Education certificate is approved by the BC Early Childhood Educator Registry, and leads to an official BC Licence to Practice.

## PROGRAM HIGHLIGHTS

The Early Childhood Care & Education certificate can be completed full-time in ten months or on a part-time basis over four years. Options for part-time study should be discussed with the department chair or instructor on an individual basis.

During the first term, students are introduced to the fundamental principles of child development, health, safety and nutrition for the caregiver and the child, child guidance, and the basic principles of communication. Students also plan early childhood play-based activities in the area of creative arts.

The second term builds on the content from term one, developing further into studies of child guidance, and the foundations of professional practice. Students will also explore different curriculum models, including emergent and theme based curriculum.

In addition to scheduled classes, students participate in three practice experiences, each with a different child care provider. This allows students to explore different models of child care and different environments. This experience begins with observations and advances to program planning and working directly with children.

In the third term students participate in a practicum placement four days a week, working with a mentor while planning and implementing curriculum. Some classroom work is also required, such as participation in seminars and attendance in the Child, Family, and Community course.

Graduates of the program will receive the NIC certificate in early childhood care and education, which leads to the BC Licence to Practice. Upon completion of the program, graduates must complete 500 hours of work experience in the child care field and submit a letter of reference from an early childhood centre supervisor to the BC Early Childhood Registry.

## CAREER OPPORTUNITIES

The Early Childhood Care & Education certificate 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. This program also 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, graduates should forward a copy of their NIC certificate and official college transcript to:

### Early Childhood Education Registry

Child Care Programs and Services Branch  
 Ministry of Children and Family Development  
 PO Box 9953 STN PROV GOVT  
 Victoria BC V8W 9R3

Telephone in Greater Victoria: (250) 356-6501  
 Elsewhere in BC call toll-free: 1-888-338-6622  
[www.mcf.gov.bc.ca/childcare/ece/index.htm](http://www.mcf.gov.bc.ca/childcare/ece/index.htm)

Graduates who wish to continue their education may enter the NIC Early Childhood Care & Education diploma, or may choose to transfer their certificate credentials to a program at another post-secondary institution. Many institutions will recognize the certificate program for block transfer credit. The opportunity to continue into a degree program in child and youth care is also available. Graduates should contact a Student Advisor at their university of choice for information regarding admission and transfer credit.

## 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 program. Currently, prior learning credit may only be applied to practice experience. Contact Student Services for more information.

## PRACTICE EXPERIENCE

The program offers extensive field placements called practice experience. This gives students the opportunity to put their theory and knowledge into practice under the direction of qualified early childhood educators who act as their mentors.

## SEAT AVAILABILITY

Students who fail a required course may re-enter the program and repeat the course. Upon failing a second course, the student may be asked to complete a learning assessment prior to being considered for re-admission and re-starting at Term One. Re-entering the program after failing a course is dependent of an available seat and at the discretion of the early childhood care and education department. These regulations are important to ensure graduates have the required skills and knowledge to enter the profession.

## TO BE SUCCESSFUL

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

- Communicate effectively
- Build relationships
- Work as part of a team as well as 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
- Re-entry into the program is dependent on a seat being available and at the discretion of the faculty. An interview with the faculty will be required.

## BEFORE CLASSES BEGIN

Once accepted to the program, but before classes begin, students are required to submit a portfolio containing the following information:

1. Consent for a *Criminal Records Check* form, schedule "F"
2. Completed *Personal Immunization* form
3. Two personal letters of reference
4. Written opinion of a medical practitioner that the mental and physical health of the person is adequate for the job. This is due prior to the first practice experience.
5. Mandatory attendance at the June information session

Students will receive an information package in the summer which will include copies of the required forms and directions for completion.

## ADMISSION REQUIREMENTS

1. Provincial English 12 with a C or better, or equivalent English course, or successful English assessment testing.
2. Completed *Early Childhood Care & Education Intake Package*

## PROGRAM REQUIREMENTS

- ECC 104 Developmental Journey – Part I
- ECC 114 Partnerships – Part I – Child Guidance
- ECC 116 Partnerships II - Advanced Guiding and Caring
- ECC 124 The Learning Child – Part I – Play & Curriculum
- ECC 125 The Learning Child – Part II – Planning for Play & the Environment
- ECC 136 Foundations of Professional Practice
- ECC 140 Practice Experience I
- ECC 141 Practice Experience II
- ECC 142 Practice Experience III
- ECC 157 Effective Interpersonal Communications
- ECC 163 Child Family and Community
- ECC 168 Health Safety and Nutrition in Childcare Settings
- FAC 010 Child Care First Aid (or equivalent)

## COMPLETION REQUIREMENTS

Attendance is required in all courses. Students who miss more than 10% of a course may be asked to repeat the course for credit.

To complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.

Students are required to adhere to the *Code of Ethics of the Early Childhood Educators of British Columbia*. Failure to adhere to these principles may result in the student being required to leave the program.

## EARLY CHILDHOOD CARE & EDUCATION DIPLOMA

**Credential:** Diploma

**Program Length:** 1 year post Early Childhood Care & Education certificate

**Tuition Category:** Category 1

**Location(s):** Campbell River, Comox Valley, Port Alberni, Port Hardy

**Start Date:** Continuous entry

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

The Early Childhood Care & Education diploma provides opportunities for enhancing the skills learned in the completion of the certificate program. During this part-time program, students can choose to concentrate their education in two areas: working with infants and toddlers and/or working with children with special needs. Graduates who have studied both disciplines are granted a diploma in both specialties.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Learn at your own pace.** The diploma program is held part-time during evening classes and online learning components which gives you the flexibility to continue with other commitments while you study.
- **Experience that employers value.** Practicums provide first-hand experience and extensive training in the field, enabling you to secure positions of greater responsibility.
- **Credit for prior learning.** Students who already have relevant work experience may receive credit for parts of the practicum. Ask a Student Advisor for details.
- **Small classes, big opportunities.** The blend of small class size and high quality instruction, along with valuable hands-on experience in a variety of childcare settings, helps NIC students achieve their personal, career, and educational goals.
- **Approved education.** NIC's Early Childhood Care & Education program is approved by the Community Care Facilities Board (CCFB), and leads to an official BC Licence to Practice.

### PROGRAM HIGHLIGHTS

Through workshops, evening classes, online learning components, ITV, and practice experience, students explore advanced theories in child development and examine critical developmental issues of interest. They look at more challenging behaviors and how to use creative problem solving to achieve positive results. Administrative processes are also examined.

Students can choose to concentrate their education in two areas: working with infants and toddlers and/or working with children with special needs. Through 187.5 hours of supervised practice experience for each stream, students apply their

knowledge and skills while working with children with special needs, with infants and toddlers, or with both.

Students of the diploma program are provided with an overview of administrative concepts as related to childcare, and are prepared for the administrative and supervisory responsibilities in an early childhood care and education facility.

### CAREER OPPORTUNITIES

The Early Childhood Care & Education diploma is designed to prepare graduates to work with young children of varying abilities from ages three to five years, in a variety of child care settings. In addition, diploma graduates are qualified to work with infants and toddlers, as well as children with special needs. The program also provides opportunities for graduates to work with children and their families in other related fields.

Upon completion, graduates should forward their NIC diploma and official college transcript to:

#### Early Childhood Education Registry

Child Care Programs and Services Branch  
 Ministry of Children and Family Development  
 PO Box 9953 STN PROV GOVT  
 Victoria BC V8W 9R3

Telephone in Greater Victoria: (250) 356-6501  
 Elsewhere in BC call toll-free: 1-888-338-6622  
[www.mcf.gov.bc.ca/childcare/ece/index.htm](http://www.mcf.gov.bc.ca/childcare/ece/index.htm)

Graduates 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 continue into degree programs in child and youth care is available through such institutions as the University of Victoria, Vancouver Island University, and Capilano University. Graduates should contact a Student Advisor at their university of choice for information regarding admission and transfer credit.

### 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 program. Currently, prior learning credit may only be applied to practice experience. Contact Student Services for more information.

### PRACTICE EXPERIENCE

The program offers extensive field placements, called practice experience. This gives students the opportunity to put their theory and knowledge into practice under the direction of qualified early childhood educators who act as their mentors.

## TO BE SUCCESSFUL

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

- Communicate effectively
- Build relationships
- Work as part of a team as well as 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
- Demonstrate basic computer literacy

## BEFORE CLASSES BEGIN

Once accepted to the program and before beginning their practice experience, students are required to prepare a portfolio containing:

1. Consent for Criminal Record Check form schedule "F"
2. Completed Personal Immunization form
3. Two personal letters of reference
4. Written opinion of a medical practitioner that the mental and physical health of the person is adequate for the job.

## ADMISSION REQUIREMENTS

Completion of an Early Childhood Care & Education certificate program

## PROGRAM REQUIREMENTS

### Core Courses

- ECC 204 Developmental Journeys – Part II – Advanced
- ECC 215 Partnerships – Advanced – Part III
- ECC 255 Self & Others – Part III
- ECC 268 Supervising Early Childhood Centres

### Infants & Toddlers

- ECC 224 The Learning Child – Infants & Toddlers – Part III
- ECC 246 Practice Experience – Infants and Toddlers

### Special Needs

- ECC 245 Practice Experience – Special Needs
- ECC 264 Supported Child Care

The above courses will require minimum of 10 students registration.

## COMPLETION REQUIREMENTS

Attendance is required in all courses. Students that miss more than 10% of a class may be asked to repeat the course for credit.

To successfully complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.

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.

# HEALTH CARE ASSISTANT CERTIFICATE

**Credential:** Certificate

**Program Length:** 27 weeks (CVC), 35 weeks (PA)

**Tuition Category:** Category 1

**Location(s):** Comox Valley, Port Alberni

**Start Date:** September or January

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

The Health Care Assistant certificate prepares students for work in health care settings throughout BC. Successful graduates will be equipped to function effectively within multidisciplinary health care teams as front-line care providers.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Respected credentials.** Health care programs at NIC are well respected in the communities we serve, and graduates are in high demand. With NIC's high-quality instruction, small class sizes, and dedication to student success, graduates are able to achieve the high standards required to work in this demanding profession.
- **Former student tell us.** "The program gives participants life skills for fulfilling, high-demand career in seniors' care. Within a few months of graduating you are absorbed into a team of workers providing life-quality and care to the elderly, a generation who gave so much to ensure our freedom. It is also the first rung in a ladder which can lead to other roles in the nursing field, such as programming, LPN, RN, and nurse-practitioner."

## PROGRAM HIGHLIGHTS

The Health Care Assistant certificate is designed to prepare students for work as front-line care providers and members of a health care team who receive direction and supervision from other health professionals such as licensed practical nurses and registered nurses. 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 and often complex health and illness needs.

All of the offerings have classroom and practice experience components. Students participate in a range of activities, working with each other and with the instructor to master essential skills. The classroom is seen as a microcosm of the workplace, where students learn skills and behaviours that will carry them effectively into the work force. Classes may be scheduled during the day or evening, and on weekends.

Clinical practice experiences occur outside of the college setting. During the community component of the practice experience, students participate in services that are designed to meet the health needs of older adults such as home support.

During the complex care facility component, students work in older adult residential care centers. Students will have two clinical courses in residential care with the goal of gradually building on their novice care skills. At the end of the program, successful graduates will be able to competently carry out the roles and responsibilities of a health care assistant.

**Note:** The new provincial curriculum was implemented in the fall of 2009. The name of the program has changed to Health Care Assistant, and was formerly known as the Home Support/Resident Care Attendant program.

## CAREER OPPORTUNITIES

Upon completion of the program, graduates are qualified to work in a variety of settings. Health care assistants work in community home support agencies, complex care facilities, assisted living facilities, group homes, and adult day programs. Program graduates continue to be in high demand.

For further information about the roles and responsibilities, potential students are encouraged to review the following document posted at [www.health.gov.bc.ca](http://www.health.gov.bc.ca): Care Aide Competency Project: Framework of Practice for Community Health Workers and Resident Care Attendants.

## PRACTICE EXPERIENCE

Student practice experiences in health agencies are essential to the program. Students will be placed in community agencies that have services and resources to support the health of adults. Complex care facilities provide residential care and support for a primarily older adult population. While the majority of practice placements are in centres close to NIC campus communities, it may be necessary to utilize agencies in other Vancouver Island communities. Students may be scheduled to attend practice experiences in other communities and must arrange their own transportation and assume related costs. Students may be required to work a variety of shifts, four-, six-, eight- and/or 12-hour shifts, including days, evenings, nights, weekends, and holidays.

## SEAT AVAILABILITY

A student who has failed a course, re-entered the program, repeated it and passed, and then fails another course will be removed entirely from the program and can only re-enter by going through the admission process and beginning at Term One.

Re-entering the program is dependent on an available seat and at the discretion of the health care assistant 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 ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.

## TO BE SUCCESSFUL

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

- The ability to communicate clearly in English, both spoken and written.
- The ability to access online resources and to submit typewritten essays and assignments. In the practice setting students may use electronic documentation. As a result, basic computer literacy is an essential skill, and students must have internet access and an email address.
- It is an expectation of the program that students demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance, and establishing effective working relationships with student colleagues.
- An interest in caring and providing service to an ethnically and culturally diverse clientele of people spanning all age groups.
- Problem solving 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 skills and to work on their feet for long periods of time.
- Demonstrate safe psychomotor skills when moving, positioning, and transferring residents with or without mechanical aids, i.e., from bed to chair.
- Provide intimate personal care such as bathing, feeding, and bowel/urinary care.
- Demonstrate strong interpersonal communication skills in various contexts with clients, instructor, staff and student peers.
- A valid driver's license and access to personal transport is recommended for the HCA 145 Home Support Practicum and other practice experience components. Students who are not able to provide their own transport may have difficulty meeting the requirements of these courses.
- The capacity to maintain their own mental, emotional, physical, and spiritual well-being while working in a rewarding but often stressful working environment. Absences in excess of 10% in any theory course may 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.
- 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.

## BEFORE CLASSES BEGIN

Once accepted to the program, but before classes begin, students will be required to complete the following:

1. FAC 021 Current Standard First Aid Certification with HRT-015 Health Care Provider (CPR Level HCP)
2. Completed immunization form, that indicates Rubella IgG reactive and Varicella immune status
3. TFS 010 Food Safe Level 1
4. OFA-001 Workplace Hazardous Material Information System (WHMIS) course

Students must provide proof of completion on the first day of class.

## ADMISSION REQUIREMENTS

1. English 11 with a C+ or better, or NIC ENG 052, or ESL 052 and ESL 055 and ESL 058 with a C+ or better, or successful English assessment test.
2. Completed *HCA Intake Package*
3. Satisfactory Criminal Records Search

## PROGRAM REQUIREMENTS

- HCA 100 Health and Healing: Concepts for Practice
- HCA 105 Health I: Interpersonal Communications
- HCA 110 Health 2: Lifestyle and Choices
- HCA 115 Healing I: Caring for Individuals Experiencing Common Health Challenges
- HCA 120 Healing 3: Personal Care and Assistance
- HCA 125 Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges
- HCA 130 Work Role: Introduction to HCA

**Includes a minimum of 270 hours of clinical practice experience:**

- HCA 140 Practice Experience I
- HCA 145 Practice Experience II
- HCA 150 Practice Experience III

## COMPLETION REQUIREMENTS

The HCA certificate must be completed within 2 years of admission to the program.

To successfully complete the program, students must maintain an 80% average or better.

Successful completion of the appropriate HCA theory courses is required to progress into the practice experience.

# PRACTICAL NURSING CERTIFICATE

**Credential:** Certificate

**Program Length:** 12 months

**Tuition Category:** Category 1

**Location(s):** Campbell River, Port Alberni

**Start Date:** January in Port Alberni, September in Campbell River

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

The Practical Nursing certificate prepares students with the knowledge and skills needed to become a Licensed Practical Nurse. Upon completion of this 12 month program, successful graduates are eligible to write the Canadian Practical Nursing Registration Exam to become a Licensed Practical Nurse (LPN) in British Columbia.

**Note:** Program requirements and length are subject to change due to new provincial curriculum regulations, which will take effect in January 2012 in Port Alberni and September 2012 in Campbell River.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Diverse experience.** During your practice experience, your first-hand interaction with patients, clients, and agencies in the North Island region will prove invaluable. You'll be given the opportunity to pursue your practice experience in communities across Vancouver Island, from Port Alberni to Port Hardy. You'll meet people and help patients from a broad range of areas and demographics, giving you a variety of invaluable experiences.
- **A close-knit community of support.** With only 16 to 20 students in each class, you'll enjoy better access to teacher assistance and services than in larger institutions. Plus, you'll have a team of supportive, highly qualified instructors to help you achieve success.
- **High rate of success.** Students are well-prepared for writing the Canadian Practical Nurse Registration to become a licensed practical nurse (LPN). NIC graduates have a high success rate on the exam.
- **Former students tell us.** "This program not only effectively sets you up to become a practical nurse; it surrounds you with great instructors. And students that become your mentors, colleagues, and friends."

## PROGRAM HIGHLIGHTS

NIC's Practical Nursing certificate provides students with strong, entry-level knowledge and abilities, preparing them to be effective, responsible practitioners. As novice practical nurses, graduates of the program use a holistic approach and critical thinking to plan and implement care for their clients. They have strong communication skills and have learned the importance of being a collaborative member of the health care team.

All of the offerings have classroom and practice experience components. Students participate in a range of activities, working with each other and with the instructor to master essential skills. Through case studies, role playing, and group assignments, students achieve a strong sense of professionalism. The classroom emulates the workplace, where students learn skills and behaviours that will carry them effectively into the workforce. Students are guided by NIC policies, the Code of Ethics and Standards of Practice of the College of Licensed Practical Nurses of BC (CLPNBC). NIC currently delivers the Practical Nursing program over three semesters and classes may be scheduled during the day, in the evening, and on weekends.

The first semester focuses on health promotion and prevention. The final three weeks of the first semester contain a community-focused practice experience. This practice experience is based in various communities in central and northern Vancouver Island.

The second semester focuses on gerontological content. Students conclude this semester with a six-week practice experience in a complex care facility.

The third and final semester has two components. The first component is dedicated to health promotion, prevention, and the management of health and disease in the acute care setting. Students conclude this component with a five-week practice experience in an acute care hospital. The second component is the final preceptorship. Preceptorship is approximately five weeks, or 160 hours, in length. During this experience, the student is partnered with a LPN and consolidates their learning as they gradually assume 100% of the LPN's workload.

## CAREER OPPORTUNITIES

LPNs are integral members of the health care team, providing nursing care for families and individuals of all ages. The provincial regulatory framework currently states that LPNs work "under the direction of a medical practitioner" or "under the supervision of a registered nurse". However, LPNs are regulated by the College of Licensed Practical Nurses of British Columbia (CLPNBC) and are responsible and accountable for their own nursing practice.

LPNs practice in a variety of settings including acute care hospitals, complex care facilities, community settings, rehabilitation centers, doctors' offices, clinics, and correctional facilities. LPNs have a broad scope of practice with many responsibilities, including medication administration, transcribing physicians' orders, and working in a leadership role in residential care facilities. The complexity of client care is increasing for all nurses and there are many post-basic educational opportunities for LPNs. There continues to be a strong demand for LPNs in the province.

## 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 "Completion 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) degree students who wish to transfer to the Practical Nursing program.

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, re-entered the program, repeated it and passed, and then fails another course will be removed entirely from the program and can only re-enter by going through the admission process and beginning at term one.

Re-entering the program is dependent on an available seat and at the discretion of the practical 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.

## IMPORTANT PRACTICE PLACEMENT INFORMATION

Student practice experiences in health agencies are essential to the Practical Nursing program. Students will be placed in a variety of community agencies that have services and resources to support the health of different age groups. Complex care facilities provide residential care and support for a primarily older adult population, and acute care hospitals offer care to clients with episodic health events. While the majority of practice placements are located in NIC campus communities, it may be necessary to utilize agencies in other Vancouver Island communities. Students may be scheduled 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 eight and/or 12 hour shifts, including days, evenings, nights, weekends, and holidays.

## TO BE SUCCESSFUL

A number of abilities and skills are required to be successful in the Practical Nursing program. These include, but are not limited to, the following:

- An ability to communicate clearly in English, both spoken and written.
- Students will be required to access online resources and to submit typewritten essays and assignments. In the practice setting students may use electronic documentation. As a result, **basic computer literacy is an essential skill**, and students must have internet access and an email address.
- Accurate math calculations are critical for safe nursing practice. Students will be required to complete a math evaluation once they are qualified for admission. The intention of the evaluation is to assist 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 program. The goal for the math evaluation 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.
- It is an expectation of the Practical Nursing program that students demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance, and establishing effective working relationships with student colleagues and faculty. Students are required to adhere to the 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.
- 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 skills.
- 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.

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**BEFORE CLASSES BEGIN**

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

1. Hold a current Health Care Provider CPR (HRT-015) certificate or equivalent and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the faculty on the first day of classes. It is the responsibility of the student to maintain their CPR Level HCP certification throughout the program.
2. Submit a completed Immunization form. This immunization form should be validated by the public health nurse at your local health unit. This form must be presented to the faculty on the first day of class.
3. Submit a Criminal Record Check permission form so that the college can get your criminal record check done. This form will be sent to you when you are offered a seat in the program.
4. Complete the Practical Nursing program intake process, attend a compulsory orientation seminar, complete a math evaluation, and individual appointments as required.
5. Some prospective students may be required to have an interview at the discretion of the department chair or designate.

**ADMISSION REQUIREMENTS**

1. Provincial English 12, NIC ENG 060, ENG 098, or equivalent with a C or better, or successful assessment testing.
2. Biology 12, or NIC BIO 060, or equivalent completed within 10 years with a C or better.
3. C in Principles of Math 11, or Foundations 11, or Pre-calculus 11, or Applications of Math 12, or A&W 12, or NIC MAT 053, or successful assessment testing.
4. A completed *Practical Nursing Intake Package*.

**PROGRAM REQUIREMENTS****Term 1: Health Promotion and Prevention in Community Care**

- PNP 101 Human Anatomy & Physiology
- PNP 111 Professional Growth
- PNP 121 Health I
- PNP 131 Healing I
- PNP 141 Human Relationships I
- PNP 151 Nursing Arts/Clinical I
- PNP 161 Practice Experience I

**Term 2: Gerontology**

- PNP 122 Health II
- PNP 132 Healing II
- PNP 142 Human Relationships II
- PNP 152 Nursing Arts/Clinical II
- PNP 162 Practice Experience II

**Term 3: Acute Care**

- PNP 113 Professional Issues
- PNP 123 Health III
- PNP 133 Healing III
- PNP 153 Nursing Arts/Clinical III
- PNP 163 Practice Experience III
- PNP 173 Preceptorship

**COMPLETION REQUIREMENTS**

In order to receive credit students must:

1. Achieve 60% or better in each course
2. Maintain a cumulative average of 65% or better
3. Pass each Practice Experience.

Students must complete the program within 3 years of entry to Year One.

# BACHELOR OF SCIENCE IN NURSING DEGREE

**Credential:** Degree

**Program Length:** 4 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

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

Graduates of this four-year program achieve a Bachelor of Science in Nursing (BSN) Degree in partnership with Vancouver Island University, and meet the professional practice requirements as identified by the College of Registered Nurses of BC (CRNBC). Graduates also meet the Canadian Registered Nurse Examination (CRNE) competencies and, upon successful completion of the examination, are prepared to practice as a registered nurse. Having completed the program, nurses are also prepared to pursue further academic education at the graduate level.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Same degree, less cost.** You can complete your degree in the Comox Valley, where the cost of living is considerably lower than in other urban centres, with more affordable housing and transportation fees.
- **A dynamic, caring community.** As nursing program student, you can participate in the student-organized Nursing Network, which fosters a sense of community through events and volunteer work.
- **Small classes, big opportunities.** You'll benefit from small class sizes and flexibility of practice placements. Plus, you'll have the opportunity to participate in both urban and rural practice placements.
- **Interactive facilities.** The Nursing Learning centre provides you with state-of-the-art tools and technology, such as programmable simulator manikins. These manikins respond in different ways to the actions and interventions of health care students, giving you a unique, hands-on learning experience.
- **Be advised, every step of the way.** Student Advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.

## PROGRAM HIGHLIGHTS

The Bachelor of Science in Nursing (BSN) degree at NIC is part of the Collaboration for Academic Education in Nursing (CAEN), a partnership of nine post-secondary institutions offering the same nursing curriculum resulting in a Bachelor of Science in Nursing degree. Partner sites in British Columbia include the University of Victoria, Camosun College, Vancouver Island

University, Thompson Rivers University, UBC Okanagan, Selkirk College, College of the Rockies, and Aurora College in the Northwest Territories. Collectively these partner sites educate the majority of nurses in the province. This collaboration also makes transfer among partner sites possible depending on seat availability.

The program centers on nursing individuals, families, communities and society, promotes critical thinking in students and helps them identify patterns in nursing care. Core concepts such as leadership, advocacy, political action, nursing knowledge development, and nursing scholarship are explored throughout the entire curriculum.

The first year of the program focuses on health, primary health care, and health assessment across the lifespan. Students practice in a variety of settings, like community agencies, day cares, and seniors' centres, where they can begin to use their nursing knowledge and practice interpersonal skills with healthy people. The focus of this practice is to experience primary health care activities, prevention activities and gain experience doing holistic health assessments.

In the second year, the focus is on healing initiatives, related nursing actions, and health challenges like illness, poverty, illiteracy, loss and grief. Students practice in a broad spectrum of nursing settings, such as intermediate care facilities, extended care facilities, community care, public health, hospital units, outpatient and day care clinics, occupational health centres, and infection control offices.

During the third and fourth years, students further develop their understanding of health and healing. They focus their attention on community and societal health, and examine complex healing initiatives. Students practice leadership skills with an emphasis on the socio-political and economic context of nursing. They also use complex assessment skills, including community assessment, and engage in more advanced exploration of the discipline of nursing. Students practice in a variety of community settings, and placements may include hospitals, seniors' organizations, schools, industry, and community health centres.

Most courses are delivered in a face-to-face, classroom format with some opportunities for selected online courses. All BSN courses are on WebCT format and students access course materials through WebCT.

## CAREER OPPORTUNITIES

According to a 2009 study by the Canadian Nurses Association, Canada will experience a shortage of almost 60,000 full-time equivalent registered nurses (RNs) by 2022. In the past, students have found employment in a variety of areas including, but not limited to, mental health, public health, community care, travel nursing, international nursing, nursing with aboriginal communities, gerontology, acute care (medical-surgical), critical care areas (emergency, intensive care units, cardiac care, operating room), maternal/child areas, women's health and nursing education. The opportunities for RNs are endless!

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## PRACTICE PLACEMENTS

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.

## CREDIT FOR PRIOR LEARNING

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 offered 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 or college calendars for academic requirements for BSN preparation at sites offering the CAEN-BSN program.

## GET A HEAD START

Once you complete necessary upgrading and are qualified for the nursing Program, it is possible to take a total of SIX courses before you begin the nursing program. These are: two courses in anatomy and physiology for first-year nursing (BIO 160 and BIO 161), two first-year university-level English electives and two non-nursing general electives (at the 100 and 200 level). This can significantly reduce your workload in the first year of the program. You may also choose to take an extra elective in preparation for your Bachelor of Science in Nursing.

Potential English requirement combinations include:

- ENG 115 and ENG 120
- ENG 115 and ENG 121
- ENG 115 and ENG 126
- ENG 115 and ENG 160
- ENG 125 and ENG 126
- ENG 120 and ENG 121

**\*\*Credit will not be granted for ENG 115 and ENG 125\*\***

It is strongly recommended that students who need to focus on writing choose ENG 115 or ENG 125 as one of their English courses. There are five electives required for graduation from the Bachelor of Science in Nursing degree program: two English, two non-nursing university transferable courses (see [www.bc.transferguide.ca](http://www.bc.transferguide.ca)), and one nursing elective (to be approved by the nursing department).

Choose electives that would be relevant to your practice as a nurse. Some popular choices are psychology, sociology, women's studies, biology, chemistry, French, and Spanish. The nursing faculty suggests choices from the following list:

- ANT 150 Cultural Anthropology
- BIO 215 Intro to Microbiology
- CRM 131 Introduction to the Criminal Justice System
- CRM 135 Introduction to the Canadian Law & Legal Institutions
- ESJ 100 Equity & Social Justice in Contemporary Canada
- ESJ 101 Global Changes to, and Movements for Social Justice
- HIS 112 Canadian History: 1867 Present
- HIS 250 History of Women in Canada, 1600-1920
- HIS 251 History of Women in Canada, 1920-Present
- PHI 150 Critical Thinking
- PHI 230 Contemporary Moral Issues
- PSY 130 Introductory Psychology I
- PSY 131 Introductory Psychology II
- SOC 110 Introduction to Sociology I
- SOC 111 Introduction to Sociology II
- SOC 130 First Nations Sociology
- SOC 212 Issues in Canadian Society
- WST 100 Global Perspectives on Women
- WST 101 Issues in Women's Health
- WST 110 First Nations Women's Studies
- WST 260 Empowered Caring & Feminist Practice

## TO BE SUCCESSFUL

- 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.
- 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 Studies program and to the BSN 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 evaluation with assessment services after they have met the admission requirements and have a seat in the nursing program. The goal for the math evaluation is 90%. The intention of the evaluation 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%.

### BEFORE CLASSES BEGIN

Once accepted to the program, but before classes begin, 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. The admissions department will send you an invitation with details regarding the date and time of the information session.
2. Hold a current CPR Health Care Provider certificate or equivalent and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the nursing program support assistant on the first day of classes. It is the responsibility of the student to re-certify CPR Health Care Provider before beginning year three of the nursing program.
3. Submit a completed immunization form. This immunization form will be sent to by admissions you once you are offered a seat in the program. This form 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.
4. Submit a *Criminal Record Check* permission form so that the college can get your Criminal Record Check done. Admissions will send you this form when you are offered a seat in the program.
5. 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 information sent to once you are offered a seat in the program and will be discussed at the group information session. 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.

### ADMISSION REQUIREMENTS

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

Prospective students must meet the following academic requirements:

- Grade 12 or equivalent (completing all the prerequisites below is considered by NIC BSN program as Grade 12 equivalent)
- C+ in Biology 12 or NIC BIO 060, or equivalent\*.
- C+ in Chemistry 11 or NIC CHE 051, or equivalent\*.
- C+ in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or an English assessment test.
- C+ in Principles of Math 11, Applications of Math 12, NIC MAT 053 or a Math assessment test. For students graduating from high school in spring 2013 the math requirement will be a C+ in Pre Calculus 11; Foundations of Math 12 or NIC MAT 053 or a math assessment test.

\*Biology 12 and Chemistry 11 are prerequisites for BIO 160, a required course in the Nursing program. BIO 160 is taught by the NIC Science Department which requires that both the Biology 12 and Chemistry 11 courses be current within the last 10 years.

Currently LPN's who want to access a BSN degree enter under Option A into Year One of the program and then may engage in Prior Learning Assessment for certain courses in the program. This is done on a case by case basis. Contact the BSN Program Academic Advisor for further information about this option. Prospective students who are LPN's must meet the following academic prerequisites:

- Transcripts from LPN program and other educational institution attended.
- 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.
- C+ in Chemistry 11, or NIC CHE 051, or equivalent\*.
- C+ in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or an English assessment test.
- C+ in Principles of Math 11, Applications of Math 12, NIC MAT 053 or a Math assessment test.
- The prerequisite of Biology 12 is waived for LPNs.

\*Biology 12 and Chemistry 11 are prerequisites for BIO 160, a required course in the Nursing program. BIO 160 is taught by the NIC Science Department which requires that both the Biology 12 and Chemistry 11 courses be current within the last 10 years.

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### **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.

Prospective students must meet the following academic prerequisites:

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

**Note:** Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability. Students registered at a partner site wanting to take single courses at NIC will be considered depending on seat availability.

### **Other Admission Requirements (Options A and B)**

In addition to fulfilling the academic admissions requirements listed above, a prospective student must complete a CAEN-BSN Program Student Information Form (*Intake Package for Option A and Intake Package for Option B* with all necessary forms are available at all NIC campuses, centres, and NIC website).

Students who are transferring from CAEN Partner sites use the *Transfer from CAEN Partner Site* application package.

Students who are transferring from non-CAEN sites use the *Transfer from Non-CAEN Partner Site* application package.

**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.

## **PROGRAM REQUIREMENTS**

### **Program Structure**

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

### **NIC Term 1: September - December**

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

**Total credits = 19.5**

### **NIC Term 2: January - April**

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

**Total credits = 18**

### **NIC Spring Term: May**

- NUR 175 Consolidated Practice Experience I

**Total credits = 6**

### **NIC Term 3: September - December**

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

**Total credits = 18**

### **NIC Term 4: January - April**

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

**Total credits = 18**

**NIC Spring Term: May**

- NUR 276 Consolidated Practice Experience II

**Total credits = 8****NIC Term 5: September - December**

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

**Total credits = 18****NIC-VIU Term 6 (Option A, B): January - April**

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

**Total credits = 16****NIC-VIU Spring Term: May**

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

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

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

**Total credits = 13****NIC-VIU Term 8: January - April**

- NUR 414 Nursing Practice VIII: Transitioning to BSN Graduate

**Total credits = 12****June: Convocation & RN Exam****COMPLETION REQUIREMENTS**

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.

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 practice course the student fails again, or if the student fails another nursing practice 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 practice 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.

There are four non-nursing general electives: two English (see below) and two general electives at the 100 or 200 level. All electives must be university-transferable. Go to [www.bctransferguide.ca](http://www.bctransferguide.ca) to check course transferability. In addition there is a 4th year Nursing elective.

**Option A:** students must take two first year university-level English courses from the following choices: ENG 115 or ENG 125 and one of ENG 120, 121, 126 or 160. (**Note:** credit will not be granted for both ENG 115 and 125) or ENG 120 and 121. It is strongly recommended that students who need to focus on writing choose ENG 115 or ENG 125 as one of their English courses. It is also recommended that all English courses be completed 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 50 credits to graduate instead of 53 credits. Returning RNs need to complete 2 additional 300 or 400 level electives in order to meet 3rd and 4th year graduation requirements.

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.

**Option B:** students must maintain active CRNBC registration.

## HUMAN SERVICES

## EDUCATIONAL ASSISTANT / COMMUNITY SUPPORT CERTIFICATE

**Credential(s):** Certificate

**Program Length:** 10 months

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

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

The ten-month Education Assistant/Community Support certificate prepares students for employment in a wide range of exciting and rewarding careers. Students are given the skills required for positions as education assistants, who work under the direction of teachers to assist children in the classroom. Students also receive the training needed for positions as community support workers, and will be prepared to aid individuals with physical, cognitive, or psychiatric disabilities.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Be prepared.** A combination of university transfer and skill-based courses prepare you for employment or continuing studies. Supervised practice opportunities are provided to students which prepare them for employment in the field.
- **More for less.** Attending North Island College offers an affordable, rigorous credential that is widely recognized and respected by community agencies, including area schools.
- **Gain the skills you'll need.** You'll explore engaging subject matter in an interactive classroom setting, plus you'll enjoy small classes and high quality instruction. These will give you the opportunity to gain strong skills in the human services field. Instructors for specialty courses are drawn from the field to offer current, vital insights into practice.
- **Get connected.** With the opportunity to develop professional networks and an extensive knowledge of local community resources, you'll have the confidence and contacts you'll need to pursue a great career.
- **A highly valued education.** North Island College works closely with community agencies to ensure course content is current, relevant and valued by employers.

### PROGRAM HIGHLIGHTS

NIC's human services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province. Our faculty work closely with community agencies to ensure course content is current, relevant, and valued by employers in the field.

The Educational Assistant/Community Support program is offered over ten months at the Comox Valley campus, and is divided into three terms.

The first term exposes students to an anti-oppressive, feminist framework with which social issues are examined and understood. Communication skills and critical thinking are highlighted. The first semester includes five courses. Students learn a variety of frameworks for analyzing the structure and problems within society, and explore the different models for supporting families and individuals. Students will also study human development and learn strong research and writing skills through university English.

During the second term, students explore in-depth theories, skills, and supports required for educational assistance work. Students also have a supervised placement in a community agency or school, and participate in a weekly seminar to discuss, reflect, and learn from the practical experience.

The third term consists of six weeks of full-time supervised practice experience in a community agency or school. This is invaluable as it allows students to use their new skills and knowledge in practice. The final term also provides the student with exposure to the field and often leads to employment. Students also attend a weekly seminar to continue learning through reflection, discussion, and writing.

Students who complete their certificate may choose to stay with NIC for a further year in order to complete a Human Services diploma which provides more exposure to agencies and broader career options.

Interviews for the program are conducted in December, February, April, and June. Acceptance is on a first-come, first-qualified, first-offered basis. Completed applications must be submitted prior to interview. Applications for the Comox Valley campus should be submitted by May 31st for the final interview session in June.

### CAREER OPPORTUNITIES

Graduates of the Educational Assistant/Community Support program are prepared to assist individuals who have physical, cognitive and psychiatric disabilities. As education assistants, they work in schools and, under the supervision of the teacher, provide classroom support. They can also pursue careers in community-based or government agencies, in departments that assist individuals with special needs. Some graduates have started their own community support businesses and hold contracts with a variety of government and non government agencies. With an Education Assistant/Community Support certificate, graduates can also continue onto a generic Human Services diploma and onto university degree programs in social work, child and youth care, or education.

## CREDIT FOR PRIOR LEARNING

Students who have previous educational and work experiences related to human services may wish to complete a prior learning assessment (PLA). 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 program. The remaining 25% of the program must be completed at North Island College, and must include a minimum of two 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 *Human Service Worker Prior Learning Assessment* information package, available from Student Services.

## PRACTICE EXPERIENCE

Students will gain extensive practice experience throughout the duration of the ten-month program. Practice experience placements are offered throughout the program to provide students with actual on-the-job training in a school or community service agency. The placements are supervised by teachers, agency personnel and faculty. A weekly seminar provides additional learning, and connection of theory with practice. The purpose of the practice experience is to provide students with direct experience. This allows students to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice.

## SEAT AVAILABILITY

A student who fails any course in the program cannot progress until the course is passed. In order to repeat a course, the student must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, the student fails again, then the student will be removed entirely from the program and can only re-enter by going through the admission process. Please note that the student may be required to begin at term one.

A student who has failed a human services (HSW) 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 through the admission process. Please note that the student may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department. Students who fail a required course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

## TO BE SUCCESSFUL

- All students are required to adhere to the program expectations document and standards outlined in individual human service course guides (ie: attendance, confidentiality professional conduct etc). Failure to adhere to these standards may result in the student being required to leave the program.
- Students are advised to have strong essay writing and good computer skills as they are expected to submit well written, word processed assignments and access online resources.
- Those students planning to continue on to a university degree program in education or child and youth care are advised to ensure that their elective choices are university transferable.
- Students must receive a C or better in all classes to progress.

## BEFORE CLASSES BEGIN

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

- 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.

If students wish to reduce their workload, they can take English 115 before entering into the program.

## ADMISSION REQUIREMENTS

1. Provincial English 12; or NIC 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 Intake Package for more details)
5. Interview with Human Services instructor

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**PROGRAM REQUIREMENTS****Term 1**

- ENG 115 Essay Writing and Critical Analysis  
or ENG 125 Composition and Indigenous Literature I
- SSW 121 Interpersonal Communications
- HSW 152 Foundations of Human Service Practice
- HSW 164 Foundations of Community Support
- PSY 250 Human Development from Conception through Childhood

**Term 2**

- HSW 166 Health Care Principles
- HSW 167 Support Strategies for Skill Development
- HSW 170 Education Assistant/Community Support Practice Experience I
- HSW 190 Education Assistant in the Classroom
- PSY 251 Human Development from Adolescence Through Adulthood

**Term 3**

- HSW 171 Special Populations Practice Experience II  
or HSW 174 Education Assistant Practice Experience II

**COMPLETION REQUIREMENTS**

1. a letter grade of C (60%) or better in all classes
2. a letter grade of P (Pass) in all Practicum courses
3. Continued certification in Standard First Aid with CPR Level C throughout the program
4. Students will also be required to take a Non-Violent Crisis Intervention Workshop (HSW 011) during the year

# HUMAN SERVICES

## EDUCATIONAL ASSISTANT / COMMUNITY SUPPORT, INDIGENOUS FOCUS CERTIFICATE

**Credential(s):** Certificate

**Program Length:** Offered full time over 10 months. Part time option available.

**Tuition Category:** Category 1

**Location(s):** Port Alberni

**Start Date:** September

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

The ten-month, full-time Education Assistant/Community Support, Indigenous Focus certificate provides three areas of focus, giving graduates a wide range of skills for future employment. The program, which can also be completed part-time over 20 months, provides academic training and supervised hands-on experience in the public school system and agency settings. Plus, the indigenous focus of the program provides insight and greater understanding of diverse indigenous cultures. With the skills they receive, graduates are prepared for invaluable careers in schools, group homes, employment agencies, First Nations community organizations, and other human service agencies.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Be prepared.** A combination of university transfer and skill-based courses prepares students for employment or to continue their studies. A large amount of program time is dedicated to supervised practice experience.
- **Gain the skills you'll need.** As a student of the Education Assistant/Community Support, Indigenous Focus program, you'll explore engaging subject matter in an interactive classroom setting. With small classes and high quality instruction, you'll gain strong skills in the human services field.
- **More for less.** Attending North Island College offers a less expensive but rigorous credential that is widely recognized and respected by community agencies, including area schools.
- **Get connected.** With the opportunity to develop professional networks and a broad knowledge of local community resources, you'll have the confidence and contacts needed to pursue a great career.
- **A highly valued education.** North Island College works closely with community agencies and indigenous communities to ensure that course content is current, relevant, and valued by employers.

### PROGRAM HIGHLIGHTS

NIC's human services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province. Our faculty work closely with community agencies to ensure course content is current, relevant, and valued by employers in the field.

At the Port Alberni campus, the Education Assistant/Community Support, Indigenous Focus certificate is offered in two ways: over ten months of full time study, or over 20 months of part-time study. The full time option contains three terms, and the part time option contains six.

Depending upon the length of the program, the first term includes courses which provide a base for enhancing communication skills and critical analysis. Students also learn a variety of frameworks for analyzing the structure and problems within society, and explore the different models for supporting families and individuals.

During subsequent terms, students explore in-depth theories, skills, and supports required for educational assistance work. Students also have a supervised placement in a community agency or school with a weekly seminar to discuss, reflect, and learn from the practical experience.

The final term consists of six weeks of full-time supervised practice experience in a community agency or school. The final term also provides students with exposure to the field which can help to gain to employment. Students also attend a weekly seminar to continue learning through reflection, discussion, and writing.

The program provides a greater understanding of the culture and history of indigenous learners. Students develop intercultural communication skills, learn about contemporary Canadian social and family issues with a focus on indigenous populations, and study First Nations education. Students participate directly in cultural events such as potlatches, witnessing governance and lahal games. The program promotes volunteering and community participation, and is based on the concept that self awareness is integral to the ability to help others. The Medicine Wheel paradigm provides a model of human health and balance.

In addition, the Education Assistant/Community Support, Indigenous Focus program provides the same training in classroom assistance, disabilities and ethics as found in the Education Assistant/Community Support program.

Interviews for the program are conducted in December, February, April, and June. Acceptance is on a first-come, first-qualified, first-offered basis. Completed applications must be submitted prior to interview. Applications for the Port Alberni campus should be submitted by May 31st for the final interview session in June.

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## CAREER OPPORTUNITIES

Graduates of the Educational Assistant/Community Support, Indigenous Focus program are prepared to assist individuals who have physical, cognitive, and psychiatric disabilities. As education assistants, they work in schools and, under the supervision of the teacher, provide classroom support. They can also pursue careers in community support agencies. With an Education Assistant/Community Support certificate, graduates can also continue into university degree programs in social work, child and youth care, or education.

## CREDIT FOR PRIOR LEARNING

Students who have previous educational and work experiences related to human services may wish to complete a prior learning assessment (PLA). 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 program. The remaining 25% of the program must be completed at North Island College, and must include a minimum of two 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 *Human Service Worker Prior Learning Assessment* information package, available from Student Services.

## PRACTICE EXPERIENCE

Students will gain extensive practice experience throughout the duration of the program. Practice experience placements are offered throughout the program to provide students with actual on-the-job training in a school or community service agency. The placements are supervised by teachers, agency personnel and faculty. A weekly seminar provides additional learning, and connection of theory with practice. The purpose of the practice experience is to provide students with direct experience. This allows students to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice.

## SEAT AVAILABILITY

A student who fails any course in the program cannot progress until the course is passed. In order to repeat a course, the student must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, the student fails again, then the student will be removed entirely from the program and can only re-enter by going through the admission process. Please note that the student may be required to begin at term one.

A student who has failed a human services (HSW) 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 through the admission process. Please note that the student may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department. Students who fail a required course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

## TO BE SUCCESSFUL

- All students are required to adhere to the program expectations document and standards outlined in individual human service course guides (ie: attendance, confidentiality professional conduct etc). Failure to adhere to these standards may result in the student being required to leave the program.
- Students are advised to have strong essay writing and good computer skills as they are expected to submit well written, word processed assignments and access online resources.
- Those students planning on continuing onto a university degree program in education or child and youth care are advised to ensure that their elective choices are university transferable.
- Students must obtain C or better in all classes to progress.

## BEFORE CLASSES BEGIN

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

- 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.

If students wish to reduce their workload, they can take English 115 before entering the program.

## ADMISSION REQUIREMENTS

1. Provincial English 12; or NIC 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 Intake Package for more details)
5. Interview with a Human Services instructor

**PROGRAM REQUIREMENTS****Term 1**

- ENG 115 Essay Writing and Critical Analysis  
or ENG 125 Composition and Indigenous Literature I
- HSW 121 Communication Skills in the Classroom
- HSW 122 Social Analysis in Context
- HSW 164 Foundations of Community Support
- PSY 250 Human Development from Conception through Childhood

**Term 2**

- HSW 166 Health Care Principles
- HSW 167 Support Strategies for Skill Development
- HSW 170 Education Assistant/Community Support Practice Experience I
- HSW 190 Education Assistant in the Classroom
- PSY 251 Human Development from Adolescence Through Adulthood
- FNS 160 First Nations Education: Traditional and Contemporary

**Term 3**

- HSW 171 Special Populations Practice Experience II  
or HSW 174 Education Assistant Practice Experience II

**COMPLETION REQUIREMENTS**

1. a letter grade of C (60%) or better in all classes
2. a letter grade of P (Pass) in all Practicum courses
3. Continued certification in Standard First Aid with CPR Level C throughout the program.
4. Students will also be required to take a Non-Violent Crisis Intervention Workshop (HSW 011) during the year

## HUMAN SERVICES

### SOCIAL SERVICE DIPLOMA

**Credential(s):** Diploma

**Program Length:** 2 Years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

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

The two-year Social Service diploma prepares graduates for work with individuals 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 justice, mental health, substance abuse, and other community based programs. After completing the diploma program, students may continue on to university programs in areas such as child and youth care or social work.

#### WHY CHOOSE NORTH ISLAND COLLEGE?

- **NEW! Study abroad.** With sufficient demand, Human Services diploma students may choose to participate in an international placement during their diploma year. Not only will you have a credential recognized locally, but you will also have the opportunity to study abroad!
- **Want to go further?** The diploma program provides transfer credit toward degrees in child and youth care as well as bachelor of social work programs throughout the province.
- **A dynamic, caring community.** As a student of the Human Services diploma, you will be able to participate in the student HSW Club and the Global Learning Initiative, which fosters a sense of community through local events, volunteer work and learning about global issues.
- **Be prepared.** A combination of university transfer and skill-based courses prepares students for employment or continuing studies. Supervised practice experiences are available to help you gain experience in your chosen field.
- **Get connected.** With the opportunity to develop professional networks and an extensive knowledge of local community resources, you'll have the confidence and contacts you'll need to pursue a great career.

#### PROGRAM HIGHLIGHTS

NIC's human services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province. The program has links with Vancouver Island University, Camosun College, Royal Roads

University, and the University of Victoria through a Vancouver Island Collaborative Agreement, which fosters collaboration related to post secondary education and training needs throughout the region. The human services department at NIC also works closely with community agencies to ensure that course content is current, relevant, and valued by employers in the social services field.

Social service students at NIC will be exposed to a variety of community agencies helping children, youth and adults access services like financial assistance, parenting, employment, life skill acquisition or youth justice, as well as those that deal with family violence or substance abuse. They will also examine issues relating to inequality, social policy, human rights, multiculturalism, conflict management and community development.

The Social Service diploma program is offered over a two year period.

Using an anti-oppressive feminist framework, the first year includes a number of specific human service courses in interpersonal communications, social work practice, social policy, and advanced interpersonal communications. It also includes university studies classes which can be chosen from a variety of different areas, including but not limited to, sociology, psychology, criminology, history, women's studies, First Nations studies, and equity and social justice to name a few. At the end of the first year, students carry out a seven-week practicum placement in the community.

In the second year, students take more specialized courses in social services including family relationships, group practice, addictions, conflict resolution, community development, mental health and addictions, program planning and implementation, and law and social services. New courses are routinely developed and will be offered depending on community demand. In May/June, students carry out a final eight-week placement to obtain their diploma. Students may complete their final practicum in the community or pursue a study abroad opportunity, which are offered when demand permits.

Interviews for the Social Service diploma are conducted in December, February, April, and June. Acceptance is on a first-come, first-qualified, first-offered basis. Completed applications must be submitted prior to interview. Applications for the Comox Valley campus should be submitted by May 31st for the final interview session in June.

#### CAREER OPPORTUNITIES

Graduates work with individuals 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 justice, mental health, substance abuse and a variety of other community based programs. Job titles may include, but would not be limited

to, family support worker, outreach worker, transition house counsellor, employment counsellor, addictions support worker, youth worker, community development worker, crisis intervention counsellor, mental health worker.

**Note:** Prior experience or further training may be necessary to work in upper level social service positions.

### CREDIT FOR PRIOR LEARNING

Students who have previous educational and work experiences related to human services may wish to complete a prior learning assessment (PLA). 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 program. The remaining 25% of the program must be completed at North Island College, and must include a minimum of two 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 *Human Service Worker Prior Learning Assessment* information package, available from Student Services.

### PRACTICE EXPERIENCE

Students gain extensive practice experience throughout the two year program. Practice experience placements are offered each year to provide students with actual on the job training in a community service agency. The placements are supervised by agency personnel and faculty. A weekly seminar provides additional learning, and connection of theory with practice. Students in the area of social service work are placed in a variety of including, but not limited to, agencies that support families, or individuals who are struggling with financial or family interaction issues, violence or addiction issues, or mental health issues. The purpose of the practice experience is to provide students with direct on the job experience. This allows students to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice. Many students report that gaining related work experience while pursuing their education was helpful in obtaining employment afterwards. The combination of academic, skills based and practice classes offer an exciting, holistic approach to learning. The human services department is currently developing international placement options which begin in spring 2011.

### SEAT AVAILABILITY

A student who fails any course in the program cannot progress until the course is passed. In order to repeat a course, the student must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, the student fails again, then the student will be removed entirely from the program and can only re-enter by going through the admission process. Please note that the student may be required to begin at term one.

A student who has failed a human services (HSW) 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 through the admission process. Please note that the student may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department. Students who fail a required course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

### TO BE SUCCESSFUL

- All students are required to adhere to the program expectations document and standards outlined in individual human service course guides (ie: attendance, confidentiality professional conduct etc) and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in the student being required to leave the program.
- Students are advised to have strong essay writing and good computer skills as they are expected to submit well written, word processed assignments and access online resources.
- Those students planning to continue on to a university degree program in social work or child and youth care are advised to ensure that their elective choices are university transferable.
- Students must receive a C or better in all courses to be promoted to the next term.

### BEFORE CLASSES BEGIN

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

- current Standard First Aid certification with CPR Level C

Note: Social Services diploma 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.

### ADMISSION REQUIREMENTS

1. Provincial English 12 or NIC ENG 060, ENG 098 or equivalent courses with a grade of C+ or better; or successful English Assessment Testing
2. Completed Social Services Intake Package
3. Completed resume including all employment, volunteer, and educational experience
4. Completed consent for Criminal Records Search form (see Intake Package for more details)
5. Interview with Human Services instructor

*Continued*

**PROGRAM REQUIREMENTS****Term 1**

- ENG 115 Essay Writing and Critical Analysis or ENG 125 Composition and Indigenous Literature I
- SSW 120 Foundations of Social Work Practice
- SSW 121 Interpersonal Communications
- PSY 250 Human Development from Conception through Childhood
- Plus Elective totaling 3 credits\*

**Term 2**

- SSW 122 Social Welfare in Canada
- SSW 123 Advanced Interpersonal Skills
- PSY 251 Human Development from Adolescence through Adulthood
- Plus Electives totaling 6 credits\*

**Term 3**

- SSW 150 Social Services Practice Experience I

**Terms 4 and 5**

8 courses chosen from:

- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 An Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development

Plus Electives totaling 6 credits\*

**Term 6**

- SSW 250 Advanced Practice Experience: Social Services

**\*Note:** Electives to be chosen from English, Humanities, or Social Sciences courses that transfer to BC degree granting institutions.

**COMPLETION REQUIREMENTS**

1. A letter grade of C (60%) or better in all classes
2. A letter grade of P (Pass) in all Practicum courses
3. Continued certification in Standard First Aid with CPR Level C throughout the program
4. Students will be required to take a Non-Violent Crisis Intervention Workshop (HSW 011) during the first year of the program.

## HUMAN SERVICES

# HUMAN SERVICES DIPLOMA

**Credential(s):** Diploma

**Program Length:** 1 year post Education Assistant/Community Support Certificate or Education Assistant/Community Support Certificate, Indigenous Focus

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September

**Contact(s):** Student Services, 1-800-715-0914  
questions@nic.bc.ca

The Human Services diploma prepares individuals for employment in human services agencies that require two years of education and training. The program allows graduates from the Educational Assistant/Community Support, Indigenous Focus program or Education Assistant certificate/Community Support certificate to pursue second year courses and receive a diploma in the human services field. Students who wish to pursue further studies may continue onto degree programs such as child and youth care and social work.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **NEW! Study abroad.** With sufficient demand, Human Services diploma students may choose to participate in an international placement during their diploma year. Not only will you have a credential recognized locally, but you will also have the opportunity to study abroad!
- **Want to go further?** The diploma program provides students with the opportunity to transfer to a university and complete degrees in areas such as social work, education, and child and youth care.
- **A dynamic, caring community.** As a student of the Human Services diploma, you will be able to participate in the student HSW Club and the Global Learning Initiative, which fosters a sense of community through local events, volunteer work and learning about global issues.

### PROGRAM HIGHLIGHTS

NIC's human services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province. The program has links with Vancouver Island University, Camosun College, Royal Roads University, and the University of Victoria through a Vancouver Island Collaborative Agreement, which fosters collaboration related to post secondary education and training needs throughout the region. The human services department at NIC also works closely with community agencies to ensure that course content is current, relevant, and valued by employers.

The Human Services diploma has a generic focus which allows students to pursue courses in community support, education assistance, or social service. A variety of employment options exist in human service agencies depending on the courses chosen and final practicum focus.

The diploma provides opportunities to enhance knowledge and skills developed in the certificate programs, and can be pursued on a part-time or full-time basis. The program runs from September until the end of June and includes human services (HSW) and/or social services (SSW) courses.

Students can choose a variety of different courses depending on their chosen career path. The current program allows students to take five university transfer courses and five human service or social service courses. Students are advised to speak to Student Advisor after their first year to ensure that their second year diploma courses reflect their specific career goals.

During the diploma program, students can choose from a variety of university transfer courses, including but not limited to, the field of criminology, sociology, psychology, women's studies, First Nations studies, and equity and social justice, to name a few. In the spring semester, students participate in an eight-week, full-time practicum to gain experience in their chosen field. Students must also have current standard first aid certification.

Note: The human services department is currently reviewing the generic diploma program to examine possibilities for including new course work in emerging areas in the field of human services, providing more specialized courses in education assistance and community support, and increasing university transfer credit for students who want to pursue degree programs.

### CAREER OPPORTUNITIES

The Human Services diploma prepares graduates for employment in human services agencies that require two years of education and training. It also provides students who wish to pursue a bachelor's degree with transfer credit toward many education, social work, or child and youth care programs in the province.

### PRACTICE EXPERIENCE

The program offers an eight-week full-time practice experience at the end of the program. The placement is supervised by agency personnel and faculty. A weekly seminar provides additional learning, and connection of theory with practice. Education assistants have placements in school districts, community support workers in agencies that support individuals with developmental delays and physical disabilities. Students who wish to have more general experience may be placed in agencies that support families, or individuals who are struggling with financial or family interaction issues, violence or addiction issues, or mental health issues. The purpose of the practice experience is to provide students with direct on the job experience. This allows students to learn exactly what the job

entails, what skills are required, and the opportunity to learn those skills both in theory and in practice. This is an exciting and holistic approach to learning. It is important to note that if a student's main goal is to work in social services or to pursue a bachelor of social work degree, the Social Service diploma may be the best option for employment and transferability. The human services faculty are currently developing international placement options which will begin in spring 2011.

### SEAT AVAILABILITY

A student who fails any course in the program cannot progress until the course is passed. In order to repeat a course, the student must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, the student fails again, then the student will be removed entirely from the program and can only re-enter by going through the admission process. Please note that the student may be required to begin at term one.

A student who has failed a human services (HSW) 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 through the admission process. Please note that the student may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department. Students who fail a required course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

### TO BE SUCCESSFUL

- All diploma students are required to complete a *Human Services Diploma Education Plan Checklist*, which includes a list of all of required courses and their chosen electives, and a timeframe for completion of the diploma program. Students are advised to consult with a Student Advisor or human services instructor to have questions answered and/or to make changes to the plan. All students are responsible for ensuring their plan is designed to meet their educational goals. A copy of the plan will be kept on file with the department.
- Students planning to continue on to a university degree program are advised to ensure that their elective choices are university transferable.
- It is the student's responsibility to ensure they have a current criminal record search and updated First Aid prior to going into HSW 250.
- Students are advised to have strong essay writing and good computer skills as they are expected to submit well written, word processed assignments and access online resources.
- All students are required to adhere to the program expectations document and standards outlined in individual Human Service course guides (ie: attendance, confidentiality professional conduct etc), the Canadian Association of Social Workers Code of Ethics and

Guidelines for Ethical Practice. Failure to adhere to these standards may result in the student being required to leave the program.

- Students must receive a C or better in all classes in order to be promoted to the next term.

### ADMISSION REQUIREMENTS

1. Completion of a Education Assistant/Community Support Certificate **or** Education Assistant/Community Support Certificate, Indigenous Focus **or** equivalent Human Services Certificate within the last 5 years with a minimum C (60%) in each course **or** instructor permission.
2. A completed Consent for Criminal Records Search form

### PROGRAM REQUIREMENTS

#### Year 1

Completion of the Education Assistant/Community Support Certificate **or** Education Assistant/Community Support Certificate, Indigenous Focus

#### Year 2

#### Terms 1 and 2

15 credits chosen from:

- SSW 120 Foundations of Social Work Practice
- SSW 122 Social Welfare In Canada
- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 An Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level HSW courses

#### **And**

15 credits chosen from: Any English, Humanities, or Social Sciences courses that transfer to BC degree granting institutions.

#### Term 3

- HSW 250 Advanced Practice Experience

### COMPLETION REQUIREMENTS

1. A letter grade of C (60%) or better in all classes
2. A letter grade of P (Pass) in all Practicum courses
3. Continued certification in Standard First Aid with CPR Level C throughout the program

# COASTAL ADVENTURE TOURISM CERTIFICATE

**Credential:** Certificate

**Program Length:** 5 months

**Tuition Category:** Category 3

**Location(s):** Comox Valley

**Start Date:** January

**Contact(s):** David Pinel, 250-923-9798

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

The Coastal Adventure Tourism certificate is an exciting opportunity to train for work as a guide in adventure tourism, one of British Columbia's prominent resource and service industries. If you are a highly motivated person who enjoys working with people, then this five-month program can train you for immediate employment as an entry-level guide. The field skills gained are also a foundation component of the Adventure Tourism Management diploma.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Experiences you can't get elsewhere.** Vancouver Island is Canada's hub for marine-based, eco- and adventure tourism. You'll be surrounded by a rich variety of marine, wilderness, rural and urban environments and instructed by top industry leaders.
- **Head out and explore!** During your studies, you'll participate in multi-day outings to unique areas like the Discovery Islands, the Gulf Islands and the West Coast of Vancouver Island. You'll be exposed to the same ocean and weather conditions, social dynamics and leadership decisions that a guide would encounter, giving you strong practical knowledge for your future career.
- **Skills for careers, skills for life.** The experiences you'll have while pursuing your Coastal Adventure Tourism certificate will help you, not only to your future career, but also in leading, safety and practicing good judgment.
- **Want to go further?** Graduates receive credit toward the Adventure Tourism Management diploma program, where students are further prepared with entrepreneurial skills, management training, and more advanced guiding skills.
- **Custom and remote delivery!** Together with Nuuchah-Nulth partners on the west coast, we offered a remote Coastal Adventure Tourism program in Clayoquot Sound. Ask us about custom delivery for your group.

## PROGRAM HIGHLIGHTS

We emphasize marine-based guiding skills that can be applied throughout the recreation, adventure, tourism and other marine 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.

## 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. Graduates are also well prepared with skills relevant for entering other career paths and professions, with many of the most employable skills for today's workplace. Other exciting related career paths include: conservation officer, park ranger, education, community recreation programmer, field researcher or assistant (biology, geology, etc.), professional ski patrol and other marine industries and services (including BC Ferries).

## WORK EXPERIENCE

A two-week work placement further prepares students for entering the industry and working in their chosen field and location.

## TRANSFER OPPORTUNITIES

The Coastal Adventure Tourism certificate is designed to allow transfer credit and advanced standing in North Island College's Adventure Tourism Management diploma and into other adventure or outdoor recreation and leadership diplomas elsewhere in the province.

## TO BE SUCCESSFUL

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

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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. With creativity and knowledge, successful guides cheerfully adapt to constantly changing dynamics, such as weather, sea conditions, personalities and equipment limitations. Owning or managing a company requires these same principles to be applied in your full-cycle relationship with clients or guests. From the moment they learn about your company until after their trip or experience, all 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!

### ADMISSION REQUIREMENTS

1. Minimum age requirement of 19 years on the first day of class,
2. A minimum C grade in Principles of Math 10 or NIC MAT 034 and English 10 or NIC ENG 033 (or equivalent assessment),
3. Completed *Application Package*, 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

#### Marine Training & Certification

- MED 003 Small Non-Pleasure Craft Marine Emergency Duties (A3) – 25 miles
- NAU 016 Restricted Operator Certificate - Maritime
- TCA 105 Introduction to Canoeing
- TCA 106 Sea Kayaking
- TCA 107 Introduction to Sailing
- TCA 108 Introduction to Sport Fishing
- TCA 111 Wilderness First Aid
- TCA 112 Small Engine Repair
- TCA 120 Powerboat Operations
- TCS 010 Worldhost (Fundamental)
- TFS 010 FoodSafe Level 1

#### Guiding Skills

- TCA 101 Interpretation: Coastal Ecology & Culture
- TCA 102 Conservation & Stewardship
- TCA 104 Introduction to Adventure Tourism
- TCA 109 Trip Management
- TCA 117 Risk Management & Emergency Procedures
- TCA 118 Leadership & Customer Service
- TCA 122 Coastal Navigation
- TCA 700 Work Placement

### COMPLETION REQUIREMENTS

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 MANAGEMENT DIPLOMA

**Credential:** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Campbell River, Comox Valley

**Start Date:** September, January

**Contact(s):** David Pinel, 250-923-9798

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

NIC's Adventure Tourism Management diploma provides the necessary training for taking leadership and management roles in the fastest growing sector of the tourism industry. This two-year program combines the Coastal Adventure Tourism certificate with selected courses from the Tourism & Hospitality Management diploma.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Great surroundings.** Vancouver Island is Canada's hub for marine-based, eco- and adventure tourism. You'll be surrounded by a rich variety of marine, wilderness, rural and urban environments, and instructed by top industry leaders.
- **Get out there!** During your studies, you'll participate in multi-day outings to unique areas like the Discovery Islands, the Gulf Islands and the West Coast. You'll be exposed to the same ocean and weather conditions, social dynamics and leadership decisions that a guide would encounter, giving you a strong practical knowledge for your future career.
- **Enriching experiences.** As a diploma graduate, you'll be further prepared with entrepreneurial and management training and more advanced guiding skills. The experiences you have while pursuing an Adventure Tourism Management diploma will help you, not only in your future career, but also in leading, safety, and practicing good judgment.

## PROGRAM HIGHLIGHTS

Adventure tourism students gain the entry-level, marine-based guiding skills covered in the Coastal Adventure Tourism certificate program. Then, they develop more advanced guiding skills as they learn about tourism-based management, marketing, entrepreneurship, and environmental issues in the tourism industry. Objectives and training are tailored to each student's goals, ensuring that graduates are well positioned in their field of interest.

Formal and informal evaluation is ongoing throughout the diploma. In addition to achieving recognized industry certifications, students receive college grades and credit based on participation, contributions to group learning, presentations, assignments, quizzes and exams.

## CAREER OPPORTUNITIES

Graduates 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.

Graduates also possess skills relevant for entering other career paths and professions, with many of the most employable skills for today's workplace. Other exciting related career paths include: conservation officer, park ranger, education, community recreation programmer, field researcher or assistant (biology, geology, etc.), professional ski patrol, and other marine industries and services (including BC Ferries).

## TRANSFER OPPORTUNITIES

The Adventure Tourism Management diploma is designed to allow transfer credit and advanced standing in tourism degree programs elsewhere in the province. There is a transfer agreement currently in place for students wishing to continue into the Bachelor of Tourism Management degree at Capilano University. Similar agreements are in progress with Thompson Rivers University, and Vancouver Island University tourism degree programs.

## CO-OPERATIVE EDUCATION

A mandatory component of the program, Co-operative Education integrates paid, program-related work 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.

There are a wide range of Co-op job opportunities to choose from, not only on Vancouver Island, but elsewhere in Canada and internationally. The Co-op staff and program instructors work closely with students to determine how the work term can best fit each student's individual interests and career goals.

## TO BE SUCCESSFUL

Success in this program 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.

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- 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. With creativity and knowledge, guides cheerfully adapt to constantly changing dynamics, such as weather, sea conditions, personalities, or equipment limitations. 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!

### 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. Coastal Adventure Tourism (CAT) Completed *Application Package*, Outdoor Experience Summary, and work/education resume (as per CAT admission),
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.

### PROGRAM REQUIREMENTS

The Adventure Tourism Diploma includes:

- The regular Coastal Adventure Tourism 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 personal advising, 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.

### Academic 1 (Available Sept – Dec)

- EMP 100 Co-operative Education Pre-Employment Seminar
- ENG 160 Effective Organizational Writing
- 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

### Guiding 1 (Jan – May)

Courses are as per Coastal Adventure Tourism Certificate program, Guiding 1 (Jan – May)

### Co-op Education (Available May – October)

- TRM 197 Co-op Education Internship Work Term

### Academic 2 (Available Oct – Dec)

- TRM 208 Applied Sales and Advertising
- TRM 212 Tourism and Hospitality Law and Ethics
- TRM 225 Cross Cultural Tourism

### Academic 3 (Available Jan – Apr)

- ENG 115 Essay Writing and Critical Analysis
- TRM 108 Human Resource Management
- TRM 109 Marketing in Tourism
- TRM 211 Environmental Issues in the Tourism Industry
- TRM 222 Entrepreneurship in Tourism

### Guiding 2 (Individual Guide Development Contracts)

- TCA 201 Guiding Specialty I
- TCA 202 Guiding Specialty 2
- TCA 210 Interactive Guiding Specialty I

### COMPLETION REQUIREMENTS

To successfully complete each year of the diploma, students must pass all courses and attain an overall average of 60% in each year. Students may enrol in some second year courses without having fully completed Year 1, provided pre-requisites for those individual courses are met.

# TOURISM & HOSPITALITY MANAGEMENT DIPLOMA

**Credential:** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September, January

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

Unique in BC, NIC's dual diploma in tourism and hospitality management is designed to maximize your options. This one of a kind program gives you both the practical experience and knowledge necessary to pursue a management career in the fast growing sectors of tourism and hospitality or to transfer into the third year of a number of tourism, hospitality, or business degree programs across Canada. Tourism is a global industry with opportunities for everyone and this program will provide a solid foundation for whichever path you choose.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Enhanced education.** The dual diploma gives you the opportunity to experience both tourism and hospitality training, and continue your education in the field of your choice. Your training at NIC is recognized by other universities and institutions, and can lead to a degree in either specialty.
- **Get connected!** The program works closely with industry professionals 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 at what you love.** A Co-operative Education work term is an integral component of the program and integrates paid, program-related employment with academic study. You'll gain confidence, contacts and practical knowledge in your chosen career.
- **Gain valuable hands-on experience.** Interact with guests in NIC's fine dining restaurant, The Third Course bistro, where tourism and hospitality students are responsible for the operation of the fine dining restaurant, performing a variety of roles including supervisor, server, host, and bartender.
- **Spend a semester abroad.** Whether it is with the Disney program in Florida and California or a funded exchange opportunity in Utah, Hawaii or Mexico, tourism students have an opportunity to change their lives by experiencing life in a different country while earning credits towards their diploma.

## PROGRAM HIGHLIGHTS

Tourism is one of the world's fastest and largest growth industries offering a wide variety of career possibilities. It employs over 200,000 people in British Columbia and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation or transferring your skills from another industry, North Island College can put you on a path to a successful career in tourism.

The Tourism & Hospitality Management diploma is designed to prepare students for a management career in any tourism or hospitality operation. If your goal is to run your own business or to manage someone else's you will have the necessary skills and knowledge to be successful. The program combines a strong academic foundation in key management functions such as accounting, marketing, human resource management, leadership, and computers with a practical hands-on approach to hospitality and tourism operations.

NIC's very own fine dining room, The Third Course bistro, provides students with a unique opportunity to explore all the roles and responsibilities involved in managing a hospitality operation. Courses in accommodations and special events as well as planning your multi day field trips will also put your business skills to work. Throughout the two years your research skills will be developed in fun, interesting and useful ways, whether it is to understand the impact of global warming on the ski industry or to learn how to manage in another culture.

Central to every tourism business is its people and your interpersonal development while at NIC will be critical to your future success. Employability skills such as communication, teamwork, leadership and public speaking are strongly emphasized throughout the program, giving our graduates a marketable advantage in the workplace.

Graduates will complete the program with experience in the industry, qualifying for employment up to the supervisory and management levels. The diploma also provides graduates with two full years of transfer credit toward many tourism and hospitality degrees both within BC and nationally.

## CAREER OPPORTUNITIES

Graduates are employed in all areas of the tourism and hospitality industry, including hotels, ski and golf 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 possibilities are endless.

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## FIELD TRIPS

During each year of the program you will participate in a field trip as part of your studies. During the first year, you will travel to a major urban centre, stay in a 4- or 5-star property and experience its daily operation and guest accommodations and services. During year two, you will travel to an international tourist destination, again stay in a 4- or 5-star property and experience the operation and guest services of this type of resort. Students are responsible for their own travel costs, which are not included in the program tuitions.

## BRIDGE INTO NIC'S BUSINESS DEGREE

Tourism & Hospitality Management diploma graduates are eligible to bridge directly into year three of NIC's Bachelor of Business Administration degree, Marketing major and General Management major. Interested students are encouraged to speak with a Student Advisor as early as possible about course requirements and admissions details.

### Bachelor of Business Administration Degree, Marketing Major

#### Year 3

- Term 1: MAT115, BUS132, BUS260, BUS264, BUS361
- Term 2: ECO111, BUS265, BUS267, BUS362, BUS380

#### Year 4

- Term 1: BUS217, BUS350, BUS430, BUS450, and one elective\*
- Term 2: BUS452, BUS492, PHI260, ENG260, and one elective\*

### Bachelor of Business Administration Degree, General Management Major

#### Year 3

- Term 1: MAT115, BUS132, BUS260, BUS361, BUS290
- Term 2: ECO111, BUS265, BUS380, POL203 and one elective\*

#### Year 4

- Term 1: BUS217, BUS244, BUS350, BUS362, BUS450,
- Term 2: BUS452, BUS492, PHI260, ENG260 and one elective chosen from BUS355, BUAD245 (Okanagan), ADMN325 (Athabasca), HRMT301 (TRU-OL), or HRMT322 (TRU-OL)

\* General Electives to be selected from any university transferable course numbered 100 or higher (other than BUS112, BUS113, BUS150, BUS162 and ECO110).

Admin Note: Bridging courses include MAT115, BUS132, and ECO111. Students will be deemed to have met the prerequisite course of ECO110 and are advised to study the first three chapters of the ECO111 textbook for a review of basic microeconomics concepts. These three bridging courses must be taken in year three of the Bachelor of Business Administration degree. NIC Tourism & Hospitality Management diploma graduates are also deemed to have met the requirements of BUS112, BUS113, BUS150, and BUS162.

## DEGREE OPPORTUNITIES

The Tourism & Hospitality Management diploma provides two full years of transfer credit toward a variety of four-year degree programs, including:

- Bachelor of Business Administration, North Island College (NIC)
- Bachelor of Commerce, University of Victoria (UVic)
- Bachelor of Hotel and Resort Management, University of Calgary (UofC)
- Bachelor of Tourism and Hospitality Management, Mount St. Vincent University (MSVU)
- Bachelor of Applied Management in Hospitality and Tourism, University of New Brunswick (UNB)
- Bachelor of Commerce in Entrepreneurial Management, Royal Roads University (RRU)
- Bachelor of Arts in International Hotel Management, Royal Roads University (RRU)
- Bachelor of Hospitality Management, Vancouver Community College (VCC)
- Bachelor of Tourism Management, Capilano University
- Bachelor of Hospitality Management, Vancouver Island University (VIU)
- Bachelor of Outdoor Recreation and Tourism Management, University of Northern British Columbia (UNBC)

**Important:** Each university has its own unique deadlines and transfer requirements, such as course prerequisites (particularly for math courses) and grade point averages which must be met. Transfer and degree requirements may also change frequently and without notice. Students interested in pursuing a degree should meet with a Student Advisor to develop a transfer plan as early as possible.

## CO-OPERATIVE EDUCATION

A mandatory component of the program, Co-operative Education integrates paid, program-related work 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.

A wide range of Co-op job opportunities are available to choose from, not only on Vancouver Island, but elsewhere in Canada and internationally. The Co-op staff and program instructors work closely with students to determine how the work term can best fit each student's individual interests and career goals.

## TO BE SUCCESSFUL

- Applicants are encouraged to gain as much tourism industry experience as possible before the start of the program, either through work experience or volunteering. The more service industry experience you bring to the program, the more relevant your learning will be.
- Serving it Right (TFB 011) and FoodSafe Level 1 (TFS 010) should be completed before classes begin. Separate fees are required for registration in these courses.
- Students will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- Students wishing to apply their diploma towards a university degree should book a planning meeting with a Student Advisor as early as possible.

## 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 instructor. 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.
4. While not required to be completed prior to admission to the program, students are required to complete Serving it Right Licensee and FoodSafe by the end of September. Serving it Right (TFB 011) or FoodSafe (TFS 010) can be completed at North Island College or online at [www.Go2bc.ca](http://www.Go2bc.ca)

## PROGRAM REQUIREMENTS

### Year 1 - Term 1 (Sept – Dec)

- 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

### Year 1 - Term 2 (Jan – Apr)

- 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

### Year 1 - Term 3 (May – Sept)

- TRM 197 Co-op Education Internship Work Term

### Year 2 - Term 4 (Sept – Jan)

- TRM 201 Internal Controls
- TRM 207 Hotel Operations Management
- TRM 208 Applied Sales and Advertising
- TRM 212 Tourism & Hospitality Law and Ethics
- TRM 213 Food & Beverage Management
- TRM 224 Employability Skills 2
- TRM 225 Cross Cultural Issues
- TRM 228 Tourism & Hospitality Operations Simulation

### Year 2 - Term 5 (Feb – May)

- ENG 115 Essay Writing and Critical Analysis
- TRM 202 Tourism and Economics
- TRM 203 Convention & Special Events Management
- TRM 211 Environmental Issues in the Tourism Industry
- TRM 213 Food & Beverage Management
- TRM 219 Tourism & Hospitality - Year 2 Field Trip
- TRM 222 Entrepreneurship in Tourism
- TRM 224 Employability Skills 2

**Please Note:** Program offerings are under review and may be subject to change.

## COMPLETION REQUIREMENTS

To successfully complete each year of the diploma, students must pass all courses and attain an overall average of 60% in each year. Students may enroll in some second year courses without fully completing Year 1, provided pre-requisites for those individual courses are met.

## PROFESSIONAL COOK (CULINARY ARTS)

**Credential:** Certificate

**Program Length:** 27 weeks - Professional Cook 1;  
13 weeks - Professional Cook 2;  
6 weeks - Professional Cook 3

**Tuition Category:** Category 1

**Location(s):** Campbell River, Port Alberni

**Start Date:** September in Port Alberni; September & January in Campbell River

**Contact(s):** Campbell River - Chris Hansen, 250-923-9746 or Christine Lilyholm, 250-923-9783; Port Alberni - David Lang, 250-723-1106; [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The Professional Cook (Culinary Arts) program benefits any person who is considering an exciting career in the hospitality industry as a cook, sous chef, chef, pastry cook, baker manager, owner/operator or any of the many career paths that are open for professional cooks. If you have some cooking experience but little or no training, you can further your career through the formal training and provincially-recognized certification of the Professional Cook program. The demand for qualified professional cooks has never been greater at all levels of qualification.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Growing opportunities.** The demand for skilled, creative and qualified individuals in the hospitality industry is expanding with areas of growth in culinary tourism and agri-tourism. With the skills you'll learn in the Professional Cook program, you'll be ready for a career in a booming industry.
- **Excellent facilities, recognized credentials.** Classes are held in modern, fully-equipped training facilities and include practical food production using provincial standardized curriculum.
- **Gain valuable, hands-on experience.** Express your creativity in The Third Course bistro in Campbell River, where culinary arts students plan and create menus in a fine dining environment.

### PROGRAM HIGHLIGHTS

Classes take place at both NIC's Campbell River and Port Alberni campuses in fully equipped training facilities. To help ensure future advancement in their career, students are registered as apprentices upon entering the program and gain apprenticeship credit as they proceed through each Certificate of Qualification.

Professional Cook (Culinary Arts) consists of three levels of qualification: Professional Cook 1, Professional Cook 2, and Professional Cook 3, which provide recognized provincial certification on completion of each level. The Interprovincial (Red Seal) for Cook will be affixed to the Professional Cook

3 certificate. Each qualification level consists of an in-school training program, practical and theoretical examinations and a workplace time requirement.

### Professional Cook 1 (PC1):

Learn the essentials of cooking in just 27 weeks. From core culinary skills, to preparing and cooking stocks, soups, sauces, vegetables, meat, fish, poultry, sandwiches and desserts, you are well on your way to mastering your new craft. At NIC, hands-on classes ensure you will also be introduced to menu planning, nutrition and human resource management.

Upon successful completion of the program, the PC1 final exam and, an additional 400 hours of documented industry experience, you will receive provincial certification as a Professional Cook 1. You are then eligible to continue your career development as you work toward attaining Professional Cook 2.

### Professional Cook 2 (PC2):

Enter a more advanced training program where you continue your culinary skills development by gaining experience with menu creation, à la carte production and presentation, as well as dining room food and beverage service at The Third Course bistro in Campbell River.

Upon successful completion of Professional Cook 2, the PC2 final exam, and completing a further 760 hours of documented industry experience, you are then able to proceed to Professional Cook 3.

### Professional Cook 3 (PC3):

Certification as Professional Cook 3 requires: 1) completion of a 6-week intensive theory-based in-school program, 2) the completion of theoretical and practical provincial qualification exams, and 3) a further 3,000 hours of documented industry work experience. At the completion of the in-school program, students will normally also sit for the Interprovincial (Red Seal) examination.

### CAREER OPPORTUNITIES

Career opportunities such as pastry cooks and bakers, sous chefs and executive chefs are based on an individual's goals, experience and abilities. Positions in bistros/restaurants, cruise ships, fishing/eco-tourism resorts, catering companies, hospitals, hotels, logging and mining camps, spa and destination resorts, specialty food services, extended care facilities and culinary tourism are examples of the many opportunities available to graduates. Graduates have also gone on to open their own catering and home businesses.

### RELATED PROGRAMS

After five years at the Journeyperson level, one may enter the Chef de Cuisine certification program available through the Canadian Culinary Federation.

## ADMISSION REQUIREMENTS

### **Professional Cook 1**

1. Successful North Island College Culinary Arts program assessment. For more information, check the Culinary Arts Assessment Study Information available online at [www.nic.bc.ca/program/culinary\\_arts](http://www.nic.bc.ca/program/culinary_arts).
2. Successful completion of FoodSafe Level 1

### **Professional Cook 2**

1. Professional Cook 1 Certification, which includes successful completion of Professional Cook 1 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 400 documented workplace hours for a total of 1,000 hours.

### **Professional Cook 3**

1. Professional Cook 2 Certification, which includes successful completion of Professional Cook 2 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 760 documented workplace hours for a total of 1,000 hours following Professional Cook 1 Certification.

## PROGRAM REQUIREMENTS

- PCA 100 Professional Cook 1 - 2 semesters (800 hours - approx. 27 weeks)
- PCA 200 Professional Cook 2 - 1 semester (400 hours - approx. 13 weeks)
- PCA 300 Professional Cook 3 - 6 weeks (180 hours - 6 weeks)

## COMPLETION REQUIREMENTS

To pass each training level you must attain a minimum of 70% throughout the program.

# FOOD & BEVERAGE MANAGEMENT CERTIFICATE

**Credential:** Certificate

**Program Length:** 8 months

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September

**Contact(s):** Student Services, 1-800-715-0914  
*questions@nic.bc.ca*

The eight-month Food & Beverage Management certificate focuses on the specific skills needed for food and beverage supervisors and managers. You will develop the business skills needed to compete effectively in the marketplace, while applying your learning in a real formal dining room and cafeteria setting. All courses receive credit towards the Tourism & Hospitality Management diploma program. If you are currently working in the industry and looking to advance, the skills provided in this program will help you to move up.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Want to do more?** Should you wish to further your education, all courses receive credit towards the Tourism & Hospitality Management diploma program.
- **Expanding opportunities.** The demand for skilled, creative and qualified individuals in the hospitality industry is increasing. The skills you'll learn in the Food & Beverage Management program will prepare you for a career in a growing industry.
- **Instructional and industry support.** NIC's instructors are recognized for their strong hospitality and tourism experience, and the Food & Beverage Management program encourages active connections with local hospitality industries. You'll work closely with industry professionals, participate in field trips, and learn from guest speakers, all of which create valuable links between you and future employers.
- **A community of learning.** Students practice their applied skills in a formal dining room and cafeteria setting. This real working environment allows you to interact directly with the public and work with students of the Professional Cook (Culinary Arts) program. You'll gain confidence, practice teamwork, and participate in successful dining experiences.

## PROGRAM HIGHLIGHTS

This program focuses on the specific skills needed for food and beverage supervisors and managers. Over the span of eight months, students learn the business skills necessary to compete effectively in the marketplace.

NIC provides a practical learning environment in the form of a fine dining room, The Third Course, and a cafeteria. Both of these are open to the public for meals and catering functions. 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.

NIC's 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, ensuring that students receive opportunities to practice and perfect new skills. Students participate in field trips and attend lectures from guest speakers. The Food & Beverage Management certificate program works closely with industry professionals to provide connections between students and future employers in the industry.

All courses receive credit towards the Tourism & Hospitality Management diploma program, allowing students the option to further their education.

## 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. With a certificate in food and beverage management, you'll be prepared for a managerial position in restaurants, hotels, resorts, fine dining, casual and fast food establishments. If you are currently working in the industry and looking to advance, the skills provided in this program will help you to move up. Career possibilities include, but would not be limited to: caterer, restaurant manager, banquet manager, and contract food services.

## TO BE SUCCESSFUL

- Students will be required to utilize a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- Serving it Right (TFB 011) and FoodSafe Level 1 (TFS 010) may be completed before classes begin, allowing you to get a head start on your program requirements. Separate fees are required for registration in these courses.
- The program uses both an applied and theoretical approach and all courses have an emphasis on hospitality and tourism related businesses. The more service industry experience you bring to the program, the more relevant the learning will be. Applicants are encouraged to gain as much tourism industry experience as possible before the start of the program, either through work experience or volunteering.

## 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, discuss the applicant's expectations and interest in the industry, and his/her intended career path.
4. Successful completion of Serving it Right (TFB 011) and FoodSafe Level 1 (TFS 010) as co-requisites. Separate fees are required for registration in these courses.

## PROGRAM REQUIREMENTS

### Term 1

- 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 2

- 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:** FoodSafe Level 1 (TFS 010) and Serving It Right (TFB 011) are co-requisites that must be completed before the end of the program.

## COMPLETION REQUIREMENTS

To successfully complete the program, students must pass all courses and attain an overall average of 60%.

# HOSPITALITY DISTANCE LEARNING

**Credential:** Certificate, Diploma

**Tuition Category:** Category 3

**Location(s):** College Wide

**Start Date:** Varies

**Contact(s):** Jonelle Knowles, 250-923-9779  
*questions@nic.bc.ca*

## PROGRAM HIGHLIGHTS

All courses use the American Hotel & Lodging Association (AH&LA) materials and you will receive a certificate upon successful completion of each course. Students may also group a number of certificates together and achieve specialty certificates in the following:

- Room Division Management Certificate - 5 courses
- Food and Beverage Management Certificate - 5 courses
- Human Resources Management Certificate - 5 courses
- Marketing and Sales Management Certificate - 5 courses
- Accounting and Financial Management Certificate - 5 courses
- Hospitality Operations Certificate - 8 courses
- Hospitality Management Diploma - 12 courses
- Club Management Certificate - 5 courses

## TO BE SUCCESSFUL

Basic knowledge of the English language is recommended for student success.

## ADMISSION REQUIREMENTS

There are no formal admission requirements for Hospitality Distance Learning. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

## COURSES

### Individual Courses

- TMA 059 Food & Beverage Management
- TMA 066 Food & Beverage Cost Control
- TMA 067 Managing Food & Beverage Service
- TMA 068 Supervisory Housekeeping
- TMA 069 Bar & Beverage Management
- TMA 100 Financial Accounting I
- TMA 110 Financial Accounting II
- TMA 125 Hotel/Motel Security Management

- TMA 130 Hospitality Industry Computer Systems
- TMA 140 Fundamentals of Destination Management and Marketing
- 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 240 International Hotel Management
- TMA 265 Training and Development for the Hospitality Industry
- 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

### Food and Beverage Management Certificate

- TFS 010/TFS145 Foodsafe Level 1 & 2
- TMA 066 Food & Beverage Cost Control
- TMA 067 Managing Food & Beverage Service
- TMA 175 Hospitality Supervision
- TMA 069 Bar & Beverage Management

### Rooms Division Management Certificate

- 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 Certificate

- TMA 140 Fundamentals of Destination Management and Marketing
- 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 Certificate**

- TMA 145 Managing Hospitality Human Resources
- TMA 175 Hospitality Supervision
- TMA 265 Training and Development for the Hospitality Industry
- TMA 270 Quality Leadership Management
- plus one TMA elective course

**Hospitality Management Diploma**

- TMA 068 Supervisory Housekeeping
- TMA 125 Hotel/Motel Security Management
- TMA 140 Fundamentals of Destination Management and Marketing
- TMA 145 Managing Hospitality Human Resources
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision
- plus one TMA elective course

and one course from the following:

- TMA 265 Training and Development for the Hospitality Industry
- 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

and one course from the following:

- TMA 275 Hospitality Industry Financial Accounting
- TMA 100 Basic Hotel and Restaurant Accounting

**Hospitality Operations Certificate**

- TMA 140 Fundamentals of Destination Management and Marketing
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision
- TMA 059 Food & Beverage Management
- TMA 067 Managing Food & Beverage Service
- TMA 100 Financial Accounting I

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:

- TFS 010/TFS 145 Foodsafe Level 1 & 2
- TMA 066 Food & Beverage Cost Control
- TMA 068 Supervisory Housekeeping

**COMPLETION REQUIREMENTS**

Completion Requirements are a 70% passing grade.

# AIRCRAFT STRUCTURES TECHNICIAN (AME-S)

**Credential:** Certificate

**Program Length:** Approx. 10 months

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September

**Contact(s):** Campbell River - Ruedi Pletscher, 250-923-9793  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

Aircraft structures technicians are responsible for the assessment, planning, and implementation of aircraft structural manufacturing and repair. As a graduate of this full-time, 10-month (approximate) program, you will have the skills required to enter the aircraft structures technician occupation as well as time credit towards the three-year requirement to complete the AME-S certification.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Practical experience.** With a strong emphasis on the development of practical skills, you will attend classes in a shop that is organized and run to industry standards and will be well prepared for entry into the workplace.
- **Put your skills to work.** Depending upon their performance, students may complete a four-week work experience session in the field of aircraft structural repairs. With a work experience session, you'll gain valuable hands-on knowledge, professional contacts, and confidence before entering the workforce.
- **Great instructors.** Experienced, licensed instructors work closely with the aerospace industry to ensure that NIC's curriculum is relevant, current, and comprehensive.
- **Want to go further?** As a graduate, you'll receive recognition by Transport Canada for formal training and both technical tests required for the Aircraft Maintenance Engineer-Structure (AME-S) licence, plus time credit towards the three-year requirement to complete your AME-S certification.

## PROGRAM HIGHLIGHTS

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

Students who have successfully completed the program to required standards receive recognition by Transport Canada for training and technical tests required for the Aircraft Maintenance Engineer-Structures (AME-S) licence. Graduates

also receive an 11-month time credit towards the three-year requirement to complete the AME-S certification.

## CAREER OPPORTUNITIES

The aerospace industry in BC is currently involved in a comprehensive strategy to address forecasted shortages of trained personnel. This program is designed with industry input and commitment to assist in meeting this shortfall. Opportunities are open in the field of aircraft repair manufacturing and servicing. Graduates qualify for high-demand jobs locally and around the world. Employment opportunities may include, but would not be limited to, aircraft repair and servicing, aircraft manufacturer, composite component repair, aircraft parts manufacturing, and aircraft parts technician.

## WORK EXPERIENCE

Depending upon their performance, students may complete a one-month work experience session in the field of aircraft structural repairs.

## TO BE SUCCESSFUL

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

**ADMISSION REQUIREMENTS**

1. Minimum C+ in English 11, TPC 11, NIC ENG 052 or equivalent; and
2. Minimum C+ in Principles of Math 10, Applications of Math 11, A&W 11, Foundations 11, NIC MAT 034, or equivalent; or
3. Successful NIC assessment testing in English and math.

**PROGRAM REQUIREMENTS**

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

**COMPLETION REQUIREMENTS**

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

All theoretical and practical post examination reviews will be conducted and corrected to 100% with the intent of demonstrated competency in each subject area.

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:** Awarded by the ITA

**Tuition Category:** Category 4

**Location(s):** Campbell River, Comox Valley, Port Alberni

**Start Date:** Schedules are available online:  
[www.nic.bc.ca/apprenticeship](http://www.nic.bc.ca/apprenticeship)

**Contact(s):** Campbell River - Sandra Billard, 250-923-9710;  
Port Alberni - Jane Nielsen, 250-724-8703;  
Comox Valley - Sharon Bouchard, 250-334-5017

## 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. We have up-to-date shops and equipment and highly experienced instructors. Our tuition is among the lowest in the province and accommodations in this beautiful part of Vancouver Island are very reasonable.

## PROGRAM HIGHLIGHTS

North Island College currently offers apprenticeship technical training for:

- Electrician
- Heavy Duty Mechanics
- Plumbing
- Welding
- Carpenter

Subject to demand, North Island College 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. For more information on apprenticeships, visit the Industry Training Authority (ITA) website at [www.itabc.ca](http://www.itabc.ca).

The ITA regularly updates apprenticeship training programs to ensure they are in line with the latest industry standards. As these changes continue, feel free to contact any of the program contacts listed 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 ensuring that your education is the best possible, and that you are well prepared for your Interprovincial examination.

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 Interprovincial (Red Seal) programs.

Schedules for course start dates and levels are posted online at [www.nic.bc.ca/apprenticeship](http://www.nic.bc.ca/apprenticeship)

## TECHNICAL TRAINING REQUIREMENTS

### Carpenter

- CRA 100 Level 1, 6 weeks - CV
- CRA 200 Level 2, 6 weeks - CV
- CRA 300 Level 3, 6 weeks - CV
- CRA 400 Level 4, 6 weeks - CV

### Electrician

- 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

### Heavy Duty Mechanic

- HVA 100 Level 1, 6 weeks - CR

### Plumbing

- 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

### Welding

- Welding Level C, 28 weeks - CR, PA
- Welding Level B, 16 weeks - CR, PA
- Welding Level A, 8 weeks - CR, PA

**Note:** Apprentices should take their training in sequential order, levels 1,2,3 and 4. In addition to the time requirements, you must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

## TAX INCENTIVES

Employers have expressed a need for financial assistance when hiring and training apprentices. Both the provincial and federal governments have stepped forward in recent budgets to provide incentives in the form of tax credits. All programs are subject to change. More information is available at the following websites:

- Federal Apprenticeship Grants: [www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml](http://www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml)
- Application for EI benefits Online: [www.servicecanada.gc.ca/home-ei](http://www.servicecanada.gc.ca/home-ei)
- Provincial Skills Development Program: [www.labourmarketservices.gov.bc.ca/apprenticeships.html](http://www.labourmarketservices.gov.bc.ca/apprenticeships.html)
- Tradesperson's tools Deduction: [www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins206-236/229/trds/menu-eng.html](http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins206-236/229/trds/menu-eng.html)
- Apprenticeship Job Creation Tax Credit: [www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins409-485/412/jctc-eng.html](http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/Ins409-485/412/jctc-eng.html)
- BC Training Tax Credit Program: [www.sbr.gov.bc.ca/business/Income\\_Taxes/ttc/](http://www.sbr.gov.bc.ca/business/Income_Taxes/ttc/)

# AUTOMOTIVE SERVICE TECHNICIAN FOUNDATION

**Credential:** Certificate

**Program Length:** 30 weeks

**Tuition Category:** Category 1

**Location(s):** Campbell River, Port Alberni

**Start Date:** September

**Contact(s):** Campbell River - Chris Posner, 250-923-9737;  
Port Alberni - Patrick Balfry, 250-724-8726; [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

This is a great first step to a career in the exciting automotive industry. The 30-week Automotive Service Technician Foundation program is an intensive pre-apprenticeship program that prepares you to enter employment as an apprentice or as a worker in a number of related fields.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Great facilities.** During the Automotive Service Technician Foundation program, you'll develop practical, valuable skills desired by employers. You'll learn in a well-equipped shop that will prepare you to move directly into the industry, and you can even learn on your own vehicle!
- **A network of support.** To ensure the program remains current and relevant for new employees, NIC is advised by local employers.
- **Industry recognized training.** NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of automotive service technician.

## PROGRAM HIGHLIGHTS

North Island College follows the new provincial Automotive Service Technician (AST) training program, which was introduced in January 2010. This is a progressive credentialing model, whereby individuals can exit with a Certificate of Qualification upon completion of each subsequent level - AST 1, AST 2, AST 3, and AST 4. The Interprovincial (Red Seal) examination is attached to the completion of AST 4.

The Automotive Service Technician Foundation program follows the outline as set by the Automotive Training Standards Organization (ATSO) and concentrates on areas that have been identified by the BC automotive industry and the national Red Seal standard as being most important for new employees entering the trade.

During this program, students train in a shop similar to that found in a normal work environment in order to develop the necessary skills to succeed. Special emphasis is placed on brake system servicing; steering, suspension service and wheel alignment; scheduled vehicle service; vehicle electrical and electronic systems; safety; and troubleshooting techniques. To ensure the program remains current and relevant, the ATSO is advised by industry representatives who continually review and update the curriculum.

On successful completion of this program graduates are eligible to write the Certificate of Qualification exam for Automotive Service Technician 1 and upon entering into an apprenticeship will also receive a 450 hour time credit from the ITA toward the time required to complete their apprenticeship.

## CAREER OPPORTUNITIES

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

## TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

1. Minimum C in English 11 or TPC 12, or NIC ENG 034; and
2. Minimum C grade in Principles of Math 10, Applications of Math 11, A&W 11, Foundations 11, NIC MAT 033, or equivalent; or
3. Successful NIC assessment testing in English and Math

*Continued*

**PROGRAM REQUIREMENTS**

- AMV 100 Safety
- AMV 101 Employability Skills
- AMV 102 Tools and Equipment
- AMV 103 General Automotive Maintenance
- AMV 104 General Automotive Practices
- AMV 105 Brakes
- AMV 106 Steering Systems
- AMV 107 Suspension Systems
- AMV 108 Electrical/ Electronic Systems
- AMV 109 Work Habits

**COMPLETION REQUIREMENTS**

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

# CARPENTRY FOUNDATION

**Credential:** Certificate

**Program Length:** 24 weeks

**Tuition Category:** Category 1

**Location(s):** Comox Valley, Port Alberni

**Start Date:** September in Port Alberni; January in the Comox Valley

**Contact(s):** Admissions - Jane Nielsen, 250-724-8703  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

If you enjoy working with your hands and working with wood, the 24-week Carpentry Foundation program will start you towards certification as a carpenter. Demand for qualified carpenters is high in western Canada and certification will lead to many job opportunities, such as working for contractors, working for construction companies, or working as a contractor.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Industry recognized training.** NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of carpentry.
- **A great head start.** This program will develop your hand tool, power tool and machine tool skills and your overall carpentry knowledge, including stair and rafter fabrication.

## PROGRAM HIGHLIGHTS

This 24-week Carpentry Foundation program is the standard provincial program for entry into the carpentry trade and is well-recognized by the residential and commercial building industries. During the program, graduates develop the carpentry skills and knowledge needed for employment in the construction industry.

The program follows the BC Provincial Apprenticeship Level 1 program competencies, while also providing significant time for practical hands-on skill development.

Successful graduates of the program will receive an NIC Carpentry Foundation certificate.

On successful completion of this program and upon entering into an apprenticeship, graduates are eligible to receive credit for level one technical training and 450 hours of work based credit towards their apprenticeship hours requirement.

## CAREER OPPORTUNITIES

Graduates of this program can find employment as apprentice carpenters, in residential, commercial or industrial construction. Types of initial work might include, concrete forming, framing, finishing, carpenter's helper, renovations and many other related building industry positions.

## TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

1. Minimum C in English 10, or NIC ENG 034, or equivalent; and
2. Minimum C in Principles of Math 10 or Applications of Math 11 or A&W 11 or Foundations 11 or NIC MAT 034 or equivalent; or
3. Successfully complete NIC assessment testing in English and Math

*Continued*

**PROGRAM REQUIREMENTS**

- CFN 100 Introduction to the Carpentry Trade & Apprenticeship Training
- CFN 101 Introduction to Essential Workplace Skills for Trades
- CFN 102 Introduction to Worksite Safety
- CFN 103 Documentation, Codes & Drawings
- CFN 104 Carpentry Tools & Equipment – 1
- CFN 105 Site Layout and Survey Instruments
- CFN 106 Footing & Wall Forming
- CFN 107 Residential Framing
- CFN 109 Building Science
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid - Level 1

**\*Note:** Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

**COMPLETION REQUIREMENTS**

A minimum average of 70% is required to pass the program.

# DRAFTING CERTIFICATE

**Credential:** Certificate

**Program Length:** 9 months

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September

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

As a graduate of the nine-month Drafting program, you'll have the skills to work immediately in a broad range of industries or to transfer to other institutions to develop an area of specialty. The program is designed for those with no prior drafting experience and includes all aspects of drafting, from creating acceptable hand sketches to producing three-dimensional modeling with computer-aided design (CAD) software.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Flexible learning.** The combination of in-class and online delivery of course content allows some flexibility for students who are enrolled in the program full-time. Plus, a broad base of disciplines gives students more options upon graduation.
- **Want to go further in a drafting career?** NIC 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.

## PROGRAM HIGHLIGHTS

NIC's Drafting certificate program is designed for those with no prior drafting experience. 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 specialty component. This range of experience will broaden your options for employment or continued study. During the core components of the program, students learn different drafting disciplines and create drawings to industry standards in each discipline. They learn the fundamental skills of the drafting trade, such as drawing theory and application, materials of construction, freehand sketching, and traditional drafting skills. They also learn effective graphic, written, and verbal communication.

During the architectural/civil drafting specialty component, students study mapping systems, survey systems in western Canada, residential wood frame building construction, topographic systems and practical surveying, to name a few. Students are familiarized with industry software such as Autodesk and Civil 3D. During the spring semester, students learn practical surveying and use survey equipment to produce field data, which is then used to produce engineering, survey and topographical drawings.

## CAREER OPPORTUNITIES

With a certificate in drafting from NIC, you can be employed with architects and building contractors, surveyors, municipal governments, engineers, forest companies or provincial and federal government agencies. Career possibilities include, but would not be limited to, civil engineer assistant and renderer.

## TO BE SUCCESSFUL

- Students enrolling in the Drafting 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.
- Good visualization skills, attitude, and work habits also facilitate success.

## ADMISSION REQUIREMENTS

1. Minimum C in English 11, or TPC 12, or NIC ENG 052, or equivalent; and
2. Minimum C in Principles of Math 11, or Applications of Math 12, Foundations 11 or Pre-Calculus 11, or NIC MAT 053, or equivalent; or
3. Successfully complete NIC assessment testing in English and Math.

## PROGRAM REQUIREMENTS

### Mechanical/Industrial Core

- DRT 100 Drafting Basics
- DRT 181 Computer Assisted Drafting - AutoCAD
- DRT 140 Materials of Construction
- ENG 159 Professional Writing
- DRT 185 Office Software for Drafting Technologies

### Architectural/Civil Drafting Specialty

- 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

## COMPLETION REQUIREMENTS

Successful completion of all courses in the program with an overall course average of C+.

# ELECTRICAL FOUNDATION

**Credential:** Certificate

**Program Length:** 24 weeks

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September, February

**Contact(s):** Campbell River - Pat Robey, 250-923-9729 or Mickey Bliss, 250-923-9731; [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The 24-week Electrical Foundation program offers entry-level training in the electrical field and prepares individuals for employment as an electrical apprentice or other electrical related occupations. Most employers will give preference to those who have completed this training. On successful completion of this program and upon entering into an apprenticeship, you are eligible to receive technical training credit for Level 1 of the electrical apprenticeship and 350 hours of work-based credit towards your apprenticeship hours requirement.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **State of the art facilities.** Our labs use new computers with state of the art simulation software, AC-DC power supplies, oscilloscopes, meters, and two framed mock-up buildings for hands on installations.
- **Be recognized for what you know.** On securing an apprenticeship, graduates will 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.
- **A future of possibilities.** Completion of an electrical apprenticeship and obtaining an Interprovincial (Red Seal) 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. See also Electronics Technician Core and Industrial Automation Technician programs.
- **Be in demand.** Most employers prefer to employ people with foundation training, this can also set you on the path towards your apprenticeship.
- **Industry recognized training.** North Island College is an Industry Training Authority (ITA approved) training provider for this entry-level program in the Interprovincial Red Seal trade of construction or industrial electrician.

## PROGRAM HIGHLIGHTS

The Electrical Foundation program, which consists of two blocks of training, provides students with strong technical knowledge while they develop the fundamental skills that electricians require.

During the first 8-week block, students gain generic trade skills and knowledge, preparing them for further study. In the second block, which lasts for 16 weeks, students participate in an enhanced Year 1 Electrical apprenticeship training session. Here, they develop both the theoretical and practical skills required of a first-year apprentice.

Students learn the safe and correct use of common hand tools, power tools, and other equipment used in the trades, with particular emphasis on use in the electrical trade. They also learn basic theoretical and practical knowledge of residential and commercial wiring techniques; theoretical and practical knowledge of electrical codes; and a comprehensive knowledge of many of the electrical components used in the trade.

Graduates of the program possess a good theoretical understanding of electricity and many of its residential, commercial and industrial applications.

## CAREER OPPORTUNITIES

You will find employment opportunities in residential, commercial and industrial electrical construction, electrical maintenance and service, industrial electrical and electronic process controls, marine electrical work, utilities and others. Career positions may include, but would not be limited to: construction electrician, industrial electrician, electrical maintenance and servicing and marine electrical servicing.

Construction electricians install equipment and wiring in new housing, shopping centres, condominiums, townhouses, office buildings, schools, hospitals, factories, processing plants, mills, mines, manufacturing plants, sub stations, etc. Industrial electricians perform maintenance, upgrades and process control modifications in all types of heavy and light industrial settings. Top paying jobs also require knowledge of computer applications and software, PLC systems and electronics (see Electronics Technician Core and Industrial Automation Technician programs).

## TO BE SUCCESSFUL

- Students are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a Student Advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.

- Prospective students should be aware that trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions. Prospective students should also have the ability to stay focused for prolonged periods.

### ADMISSION REQUIREMENTS

1. A minimum C+ grade in English 11, TPC 12, NIC ENG 052, or equivalent; and
2. A minimum C+ grade in Principles of Math 11, Applications of Math 12, Foundations 11, Pre-Calculus 11, NIC MAT 053 or equivalent; or
3. Successfully complete North Island College assessment testing in English and Math; and
4. A minimum C grade in Physics 11 or NIC PHY 050; and
5. A successful assessment of mechanical and spatial reasoning. For more information, check the mechanical and spatial reasoning information sheet available on the NIC website.

### PROGRAM REQUIREMENTS

- CPA 032 Introduction to Computers for Electrical Trades
- ELE 004 Workplace Safety & Basic Trade Tools
- ELE 005 Introduction to Blueprint Reading
- ELE 101 Electrical Trade Mathematics
- ELE 102 Electrical Trade Science
- ELE 104 Wiring Methods
- ELE 100 Year 1 – Technical Training

### COMPLETION REQUIREMENTS

To pass the program you are required to attain a minimum average of 70% based on a weighted average of all courses.

# ELECTRONICS TECHNICIAN CORE CERTIFICATE

**Credential:** Certificate

**Program Length:** 9 months

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September

**Contact(s):** Campbell River - Cory Batch, 250-923-9733  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The Electronics Technician Core program will provide you with the skills to repair, maintain, and install electronic circuits and equipment. This core program fulfills the first year of a two-year International Standard Electronics Technician program.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Globally recognized accreditation.** The Electronics Technician Core program has received accreditation through the Canadian Technology Accreditation Board (CTAB), which verifies that the program meets the profession's approved standards and criteria. CTAB accreditation is recognized internationally.
- **Be prepared.** With a total of 700 hours of practical training, you'll have the confidence and experience you need to move smoothly into a wide range of second-year specialty options, including the Industrial Automation Technician diploma at NIC. This time may also be counted towards work experience in some apprenticeships.
- **Proven success.** The high tech facilities and quality instruction offered at NIC lead to proven success for graduates. NIC electronics students have consistently ranked among the best at the Skills Canada national competition.
- **A great place to learn.** Small class size, state-of-the-art equipment, low cost of living, and a great climate combine to give you the best possible learning environment.

## PROGRAM HIGHLIGHTS

During the Electronics Technician Core certificate program, students learn the skills required to repair, maintain, and install electronic circuits and equipment. Through a series of hands-on experiments, students learn the correct use of tools, test equipment, troubleshooting procedures, and soldering techniques. Students will accumulate 700 hours of hands-on lab time.

Students are eligible to become student members of the Applied Science Technologists & Technicians of British Columbia (ASTTBC) and, on completion of two years practical work experience, become a CTech or CET member of any of the ten provincial technician and technologies associations. Benefits of membership in a provincial association include employer recognition and access to the Canadian Technical Employment Network (CTEN) for job hunting.

North Island College is also a charter member of the International Electronic Technicians Articulation committee. All of the Electronics Technician Core coursework is transferable to other BC institutions and to a growing number of out-of-province institutions. Upon completion, graduates can also enter directly into NIC's Industrial Automation Technician diploma program.

## CAREER OPPORTUNITIES

As a graduate of the Electronics Technician Core certificate, you will be qualified to enter directly into second year of the Industrial Automation Technician diploma at NIC, or to transfer to other BC or Canadian institutions. Second-year specialties lead to a wide range of high-demand career opportunities in the following industries: 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.

## TO BE SUCCESSFUL

- A Minimum C+ in Physics 11 or NIC PHY 050, *and* Mathematics 12 or NIC upgrading MAT 066 and 067 are strongly recommended.
- Students should discuss their plans first with the instructor. 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.
- High school students interested in bridging into the Electronics Technician Core program should speak to their high school counsellor.

## ADMISSION REQUIREMENTS

1. Minimum C+ English 11, or TPC 12, or NIC ENG 052, or equivalent; and
2. Minimum C+ in Principles of Math 11, Applications of Math 12, Foundations 11, Pre-Calculus 11, NIC MAT 053, or equivalent; or
3. Successfully complete NIC assessment testing in English and Math.

**PROGRAM REQUIREMENTS**

- 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 109 Introduction to Microcomputers for Electronics Technicians
- ELC 110 Digital Electronics Techniques for Technicians
- ELC 120 Transistors for Technicians
- ELC 130 Linear Circuits for Technicians
- ELC 140 Basic Microcontrollers for Technicians
- ENG 159 Professional Writing
- OFA 001\* WHMIS General

\*Students not having current, valid WHMIS certification are required to take this course to meet program requirements. A separate fee will be charged for WHMIS.

**COMPLETION REQUIREMENTS**

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

# INDUSTRIAL AUTOMATION TECHNICIAN DIPLOMA

**Credential:** Diploma

**Program Length:** 9 months post Electronics Technician Core certificate

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September

**Contact(s):** Campbell River - Andrew Marr, 250-923-9732  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

In the Industrial Automation Technician program, you'll work with state-of-the-art equipment and technology as you learn the fundamentals of this career. As a graduate, you'll possess practical training, confidence, and the skills required for a career in this exciting field.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **National accreditation.** The Industrial Automation Technician program has received accreditation through the Canadian Technology Accreditation Board (CTAB), which 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.
- **Exclusive networks.** You'll be eligible to become a student member of Applied Science Technologists & Technicians of British Columbia (ASTTBC), with access to the Canadian Technical Employment Network (CTEN) for job hunting.
- **Considering a career in the Canadian Forces?** NIC's Industrial Automation Technician program has been accredited by the Canadian Forces, and graduates can gain advanced standing as a Naval Electronics Technician.
- **A great place to be.** Small class size, state-of-the-art equipment, low cost of living, and a great climate all combine to give you the best possible learning environment.

## PROGRAM HIGHLIGHTS

Industrial Automation technicians design, install, and maintain electronics equipment used in modern industrial processes. They work on every type of system, from the simplest fuses and motors to sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics. Students take three courses in instrumentation and process control, two courses in programmable logic controllers, two courses in electrical power and power electronics, and one course in each of AutoCAD, industrial control of chemical processes, fluid power and data acquisition. Each course uses state-of-the-art technology and equipment. An intensive hands-on lab program is supplemented with interesting field trips.

Students are introduced to the types of specialty equipment typically used in the industrial automation industry. These include instrumentation and process control systems, programmable logic controllers (PLCs) of all types, variable frequency drives or inverter drives, human machine interfaces (HMIs), fluid systems including hydraulic and pneumatic positioners and drives, robotics and controls, and microprocessor operated equipment of many different types. Computers are used to interface with all of these systems and equipment.

Students will accumulate 700 hours of hands-on lab time in the first year core program and 700 hours during the second year of the program, for a total of 1,400 hours of practical training upon completion. In some provinces, this time credit can be applied toward apprenticeship.

Those who hold a Red Seal in an electrical trade may be eligible to enter this program through an alternative route. This involves an assessment of prior learning from an individual's apprenticeship and recommendations for any studies needed. Contact the instructor for further information.

NIC's Industrial Automation Technician program has been accredited by the Canadian Forces, and graduates can gain advanced standing as a naval electronics technician and naval weapons technician. Students interested in pursuing these positions are eligible to receive a salary with benefits, support to offset tuition, and support to purchase materials if enrolled through the Canadian Forces Non-Commissioned Member - Subsidized Education Plan. For more information, visit [www.forces.ca/en/page/paidededucation-96](http://www.forces.ca/en/page/paidededucation-96).

## CAREER OPPORTUNITIES

As an Industrial Automation Technician graduate, you will discover career opportunities in 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. Due to the increasing use of electronics in all of these fields, opportunities will continue to grow.

## TO BE SUCCESSFUL

Teamwork, an aptitude for mathematics, and good communication and analytic skills are basic to success. Enthusiasm coupled with adaptability, flexibility and good computer skills are also a necessity.

## ADMISSION REQUIREMENTS

Students wishing to enter the Industrial Automation Technician program 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.

## PROGRAM REQUIREMENTS

### Year 1

- Complete the Electronics Technician Core certificate

### Year 2

- ELC 201 Process Measurement
- ELC 205 Process Control Devices
- ELC 206 Process Control Systems
- ELC 215 Programmable Logic Controllers I
- ELC 216 Programmable Logic Controllers II
- ELC 220 AutoCAD for Technicians
- ELC 230 Industrial Power Electronics
- ELC 235 Electrical Power Circuits and Machines
- ELC 240 Industrial Control of Chemical Processes
- ELC 250 Fluid Power Controls
- ELC 260 Data Acquisition and Control Systems
- ELC 270 Control System Project

## COMPLETION REQUIREMENTS

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

# HEAVY DUTY & COMMERCIAL TRANSPORT MECHANICS FOUNDATION

**Credential:** Certificate

**Program Length:** 36 weeks

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** September

**Contact(s):** Campbell River - Glen Roberts, 250-923-9796, [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The Heavy Duty & Commercial Transport Mechanics Foundation program is an intensive, 36-week entry-level program. As a graduate of the program, you will be prepared to enter employment as either a heavy duty mechanic apprentice or a commercial transport mechanic apprentice. You will also be prepared for entry-level positions in a number of related fields.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Career choices.** This program gives you the skills to pursue a career as either a heavy duty mechanic Apprentice or as a commercial transport mechanic apprentice, increasing your employability.
- **Great instructors.** Because of NIC's well-respected instructional reputation, employers will recognize your skills and accreditations as a mark of quality.
- **Use what you know.** NIC will consider transfer credit for modules completed in Secondary School Career Preparation and trade programs, and for modules taken at other colleges.
- **Industry recognized training.** NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of heavy duty equipment mechanic and commercial transport mechanic.

## PROGRAM HIGHLIGHTS

The entry-level curriculum for both the heavy duty mechanic and commercial transport mechanic trades is covered in detail, thus enabling graduates to enter either specialty.

Students learn essential skills in shop safety, work habits, and caring for tools and equipment. Modules cover rigging, loading blocking and moving loads; using hoses, fasteners and fittings; welding; winches and working attachments; brakes; hydraulics; fuel systems; electrical systems; and internal combustion theory, to name a few. Students are also familiarized with record keeping, writing service reports, using trade-specific software and the basic principles of drafting.

To enter the heavy duty trade, you are required to successfully complete a Heavy Duty & Commercial Transport Foundation program (modules).

On successful completion of this program and upon entering into an apprenticeship, graduates are eligible to receive technical training credit and 600 hours of work based credit towards their apprenticeship hours requirement.

## CAREER OPPORTUNITIES

After completing the Heavy Duty & Commercial Transport Foundation program, you will be 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.

## TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

1. Minimum C grade in English 11, TPC 12, NIC ENG 052, or equivalent; and
2. Minimum C grade in Principles of Math 10, Applications of Math 11, A&W 11, Foundations 11, NIC MAT 033, or equivalent (see note below); or
3. Successful NIC assessment testing in English and Math.

**Note:** Effective Fall 2012 the math admission requirement will be a minimum C+ grade in Principles of Math 10, Applications of Math 11, A&W 11, Foundations 11, NIC MAT 033, or equivalent or successful NIC assessment testing in math.

## PROGRAM REQUIREMENTS

- 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
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid Level 1

**\*Note:** Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Seperate fees will be charged for First Aid and WHMIS.

## COMPLETION REQUIREMENTS

To pass the program you are required to attain a minimum average of 70% across all courses, and a minimum of 70% on the final examination.

## JOINERY/CABINETMAKING FOUNDATION

**Credential:** Certificate

**Program Length:** 9 months

**Tuition Category:** Category 1

**Location(s):** Port Alberni

**Start Date:** September

**Contact(s):** Port Alberni - Stephen McIntosh 250-724-8771, [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The Joinery/Cabinetmaking Foundation program is 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-makers, as well as yacht interior finishers, residential finish carpenters and salespeople.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **The right tools for the job.** The joinery and 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.
- **Economical education.** The Joinery/Cabinetmaking Foundation program is located in Port Alberni, on the West Coast of Vancouver Island, where the cost of living is less than in larger centres.
- **Award-winning students.** NIC students have entered the BC Skills competition, consistently ranking among the best at both provincial and national levels.
- **Want to get your Red Seal?** During the program, you will complete the technical training requirements for the first year of the four-year Joiner apprenticeship to the Interprovincial (Red Seal) standard.

### PROGRAM HIGHLIGHTS

During the Joinery/Cabinetmaking Foundation program, students will complete the training requirements for the first year of the four-year Joiner apprenticeship to the Interprovincial (Red Seal) standard. On successful completion of this program and upon entering into an apprenticeship, students are eligible to receive technical training credit for level one and 475 hours of work based credit towards their apprenticeship hours requirement.

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.

Students will also study computer aided drafting, wood product design, and wood finishing. After completing assigned projects students will have time to build projects of their own design. Graduates will be awarded a certificate in furniture design and construction as well as a certificate in joinery and cabinetmaking.

The program, which starts in September and ends in early June, is full time. Classes are Monday to Thursday, enabling students to seek part time work.

The Joinery/Cabinetmaking Foundation program enters eligible student in the BC Skills competition, where NIC entrants have consistently placed in the top ranks. In 2006, 2007, 2008, and 2009 our student competitors won the gold medal in the BC Skills competition and advanced to the Skills Canada national competition. In May 2009, one of our students won the gold medal in cabinetmaking in the Skills Canada competition.

### CAREER OPPORTUNITIES

As a graduate of the Joinery/Cabinetmaking Foundation program, you will be eligible for employment as a furniture, millwork, and kitchen cabinet builder, or as a yacht interior finisher, residential finish carpenter, or salesperson. The placement rate for program graduates in the joinery industry is high. With the skills they've gained, a number of graduates from this program have also started their own businesses.

### TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

1. Minimum C in English 10, NIC ENG 034, or equivalent; and
2. Minimum C in Principles of Math 10, Applications of Math 11, A&W 11, Foundations 11, NIC MAT 034, or equivalent; or
3. Successful NIC assessment testing in English and Math.

## PROGRAM REQUIREMENTS

### **1. Joinery/Cabinetmaking Foundation (26 weeks)**

- JNY 100 Introduction to the Joinery Trade and Safety
- JNY 105 Identify Materials
- JNY 110 Identify Woodworking Joints
- JNY 115 Apply Layout Techniques
- JNY 120 Use Hand Tools
- JNY 125 Use Portable Power Tools
- JNY 130 Use Woodworking Machines
- JNY 135 Use Assembly Techniques
- JNY 140 Apply a Finish
- JNY 145 Install Millwork

### **2. Furniture Design & Construction Certificate (13 weeks)**

- WJC 100 Drafting for Joinery/Cabinetmaking
- WJC 120 Wood Products Design for Joinery/Cabinetmaking
- WJC 130 Wood Finishing for Joinery/Cabinetmaking
- 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.

## COMPLETION REQUIREMENTS

A minimum average of 70% for each course is required to pass the program.

# MARINE TRAINING

**Credential:** N/A

**Tuition Category:** Category 2

**Location(s):** Campbell River, Comox Valley, Port Alberni, Port Hardy, Ucluelet

**Start Date:** Varies

**Contact(s):** Claire Marchand, 250-334-5005  
[claire.marchand@nic.bc.ca](mailto:claire.marchand@nic.bc.ca)

Marine education and training is vital to all communities served by North Island College. Whether learners are pursuing skill development and training for the workforce or for personal marine travel, knowledge of boat safety, hazards, emergency response, survival and rescue are of critical concern. Following Transport Canada guidelines, North Island provides experienced and emerging boaters with an informed learning experience.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Valuable Knowledge.** NIC's Marine Training courses are specifically designed for current mariners to upgrade their certificates and for those new to the marine industry looking for the opportunity to start their career.
- **Small classes, great instructors.** The excellent student-to-faculty ratio at NIC gives you more direct contact with your instructors than at other institutions. NIC's program is designed to aid mariners throughout the province by making training in nautical subjects convenient and accessible.
- **State of the art Ship Simulators.** Certain marine courses utilize a multi-function simulation system giving students the opportunity to practice ship maneuvering and navigation from the safety of a classroom setting. The TRANSAS simulators in use are the only of their kind on the North Island using programs unique to the BC coast.
- **Be Prepared.** NIC's qualified and professional marine instructors will prepare you to write the Transport Canada exams for certification in the following classifications: Master, Limited (60-Ton ticket), Small Vessel Operator Proficiency (SVOP), MED A's, ROC-MC.

## CAREER OPPORTUNITIES

Depending upon the courses and programs you choose, NIC's Marine Training can assist you with starting your career or upgrading your training in the marine industry. For more information, contact Continuing Education at the campus nearest you.

## ADMISSION REQUIREMENTS

ALL students registering for the following Marine courses: MEDs, SVOP, Master, Limited, must provide their Canadian Document Number (CDN) at the time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1009-04\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1009-04_BO.pdf)

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.

## COURSES

### Watchkeeping Mate Programs

Although Watchkeeping Mate programs are not currently scheduled, individuals may express interest in the full program or in preparation for individual examinations by contacting Claire Marchand at 250-334-5005.

### 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) – 25 Miles

### Restricted Operator Certificate (GMDSS) – 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 operating beyond 25 nautical miles off shore. 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. Canadian Power & Sail Squadron certificates do not meet this requirement. The certificate must be presented when registering. Persons without an existing ROC certificate must attend 3 days of class.

- NAU 051 Restricted Operator Certificate – Maritime Commercial (GMDSS ROC-MC) (3 days)
- NAU 041 Restricted Operator Certificate – Maritime Commercial (abridged) (GMDSS ROC-MC) (2 days)

### **Small Vessel Operator Proficiency**

This course applies to operators of Small Commercial Vessels under 5GT and Commercial Fishing Vessels under 15GT engaged on near coastal class 2 (within 25 nautical 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.

Other courses that may be applicable: ROC-M, Marine Basic first Aid, MED A3.

### **Master Limited Certificate**

This program is for mariners who operate, or who wish to operate, commercial vessels under 60GT. The course content will focus on the requirements as outlined in the Examination and Certification of Seafarers for the Master Limited certificate issued by Transport Canada. With completion of this course the student will be prepared to write the Chartwork and Pilotage level 1 exam and the Navigation Safety level 1 exam, as well as prepare you for the oral exam with a Transport Canada examiner. 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 examinations are practical and oral and include two written papers. Eligibility to take the oral exam is provided once students achieve 70% in the written exams and 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, collision regulations, vessel stability, weather, and associated Transport Canada regulations. Certificate issued by Transport Canada Marine Safety.

### **Sea Service Requirements**

**Note:** Eligibility to take the oral Transport Canada examination requires the individual to apply to Marine Safety. The examiner will request information regarding the applicant's sea time, 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 extensive. Sea time requirements are determined by Marine Safety in all cases, with a minimum of 2 months performing deck duties on a vessel of similar size, in an area of which the certificate is sought and on similar voyages that correspond to the certificate sought.

**Note:** Calculation of Sea Service; One month is equivalent to 30 days. An 8 hour day is one day. A 12 hour day is equal to 1.5 days. This time must be while the vessel is underway.

### **Examination Requirements**

TC Requirement	NIC Course	Notes:
Seafarer's Medical (passenger vessels only)	N/A	Obtain from TC approved doctor
Marine Basic First Aid with Occupational First Aid Level 1	FAC 083	Additional course requirement
Restricted Operator Certificate, Maritime Commercial (>25 nautical miles from shore)	NAU 051	Additional course requirement
Restricted Operator Certificate, Maritime (< 25 nautical miles from shore)	NAU 016	Additional course requirement
040 Chartwork & Pilotage Level 1	NAU 014	Part of Master Limited program
060 Navigation Safety Level 1	NAU 014	Part of Master Limited program

### **Certificate of Service as Master of a Fishing Vessel of Not More than 60 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 60 gross tonnage (GT) on voyages within the limits specified in the certificate. Certificate issued by Transport Canada Marine Safety.

#### **Sea Service Requirements**

Complete 12 months service as Master of a Fishing Vessel of not less than 15GT, performed before 2007; and in addition, 6 fishing seasons acting as Master of a Fishing Vessel over 5GT before 2007. If the applicant has not completed this additional 6 fishing seasons (with no two of those seasons occurring in the same year) then the applicant will be required to complete; Simulated Electronic Navigation Limited, Marine Basic First Aid and the Small Vessel Operator Proficiency (SVOP).

**Note:** Calculation of Sea Service; One month is equivalent to 30 days. An 8 hour day is one day. A 12 hour day is equal to 1.5 days. This time must be while the vessel is underway.

### **Examination Requirements**

TC Requirement	NIC Course	Notes:
Restricted Operator Certificate, Maritime Commercial (>25 nautical miles from shore)	NAU 051	Additional course requirement
Restricted Operator Certificate, Maritime (< 25 nautical miles from shore)	NAU 016	Additional course requirement

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Marine Basic First Aid with Occupational First Aid Level 1	FAC 083	Additional course requirement
Marine Emergency Duties A1	MED 031	Additional course requirement

### **Fishing Master – Class IV**

#### **Certification**

The holder of this certificate may act as Master on board a fishing vessel of not more than 100GT engaged on a Near Coastal or sheltered waters voyage and as Officer in charge of the watch of a fishing vessel of any tonnage engaged on Near Coastal and Sheltered Waters Voyage. Certificate issued by Transport Canada Marine Safety.

#### **Sea Service Requirements**

12 months sea time performing deck duties on fishing vessels equal to or more than 5GT.

**Note:** Calculation of Sea Service; One month is equivalent to 30 days. An 8 hour day is one day. A 12 hour day is equal to 1.5 days. This time must be while the vessel is underway.

TC Requirement	NIC Course	Notes:
Marine Medical	N/A	Obtain from TC approved doctor
Simulated Electronic Navigation Limited	TBA	Additional course requirement
040 Chartwork & Pilotage Level 1	NAU 014	Additional course requirement
060 Navigation Safety Level 1	NAU 014	Additional course requirement
Ship Construction and Stability Level 1	TBA	Additional course requirement
Restricted Operator Certificate, Maritime Commercial	NAU 051	Additional course requirement
Marine Advanced First Aid with Occupational First Aid Level 1	FAC 083	Additional course requirement
Marine Emergency Duties A1	MED 031	Additional course requirement

# METAL FABRICATION FOUNDATION

**Credential:** Certificate

**Program Length:** 23 weeks

**Tuition Category:** Category 1

**Location(s):** Campbell River

**Start Date:** January - Metal Fabrication begins; September - Welding entry requirements start (if required)

**Contact(s):** Campbell River - Bill McPherson, 250-923-9734  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The Metal Fabrication Foundation program offers pre-apprenticeship training in metal fabrication but is also for welders who wish to broaden their skills for employment in this Red Seal trade. 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. Students will learn the principles, knowledge and skills involved in metal fabrication.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **More opportunities.** A certificate in metal fabrication allows you to increase your skills and your employability.
- **Great facilities, great people.** NIC's Welding programs have one of the most modern, well-equipped shops in BC. Instructors are qualified professionals with years of industry experience. Graduates have a very high success rate and are working as welders, across Canada, and around the world.
- **Industry Recognized Training.** NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of metal fabricator.

## PROGRAM HIGHLIGHTS

The Metal Fabrication Foundation program offers pre-apprenticeship training in metal fabrication but is also for welders who wish to broaden their skills for employment in this Red Seal trade. 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. Students will learn the principles, knowledge and skills involved in metal fabrication.

The 23-week Metal Fabrication Foundation program provides students with the opportunity to develop advanced skills and acquire the basic knowledge necessary for employment as an entry level metal fabricator. 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.

On successful completion of this program and upon entering into an apprenticeship, graduates are eligible to receive technical training credit for level one and 450 hours of work based credit towards their apprenticeship hours requirement.

## CAREER OPPORTUNITIES

Upon successful completion of the program, graduates are prepared for a career as a metal fabricator apprentice in industries such as metal fabrication shops, mining, oil and gas, construction, sawmills, boat building, and more.

## TO BE SUCCESSFUL

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

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## 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.
  - Students with a minimum of C+ in Principles of Math 10 or Applications of Math 11 or A&W 11 or Foundations 11 are exempt from writing the Metal Fabrication Assessment.
  - Note: Information about the Metal Fabrication Assessment is available through a Student Advisor or online at [www.nic.bc.ca/program/metal\\_fabrication](http://www.nic.bc.ca/program/metal_fabrication).
3. Registered in C level welding the preceding September or completion of C, B or A or Apprenticeship Welding, or
4. Applicants with significant previous welding experience may be considered with instructor approval.

## PROGRAM REQUIREMENTS

- FBR 100 Program Orientation and Introduction
- FBR 101 Trade Math Problems
- FBR 102 Trade Tools and Equipment
- FBR 103 Oxy-Fuel Cutting
- FBR 104 Welding
- FBR 105 Basic Drafting
- FBR 106 Blueprint Reading
- FBR 107 Material Handling Equipment
- FBR 108 Structural Layout and Development Techniques
- FBR 109 Plate and Sheet Development
- FBR 110 Surface Preparation
- FBR 111 Projects

## COMPLETION REQUIREMENTS

To pass the program, a minimum average of 70% for all courses is required.

# PLUMBING & PIPING FOUNDATION

**Credential:** Certificate

**Program Length:** 26 weeks

**Tuition Category:** Category 1

**Location(s):** Campbell River, Comox Valley

**Start Date:** September in Campbell River, January in the Comox Valley

**Contact(s):** Campbell River - Rob Hughes, 250-923-9730  
Comox Valley - Nick Charette, 250-334-5000 ext. 4051  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

The 26-week Plumbing & Piping Foundation program offers entry-level training in the plumbing and piping trades, preparing students for employment as a plumber, steamfitter/pipefitter, sprinkler system installer, domestic/commercial gas fitter or entry-level worker in a number of related fields. Graduates earn trade and time credit toward an Interprovincial (Red Seal) designation.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Get noticed.** The high percentage of practical training in the NIC program prepares you well for the workplace and, because of our respected instructional reputation, potential employers will recognize the strength of your credentials.
- **Training leaders.** As the region's leading provider of certified trades and apprenticeship training, NIC works closely with local employers to ensure that you will be ready for the workplace.
- **Great facilities, competitive price.** At NIC, you will practice in facilities that are among the best in BC, enjoy competitively low tuition fees, while getting a top quality education.
- **Industry recognized training.** NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trades of plumber/ steamfitter-pipefitter/ sprinkler system installer.

## PROGRAM HIGHLIGHTS

During the Plumbing & Piping Foundation 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 the skill level needed to work in one of the trade areas mentioned.

Upon graduation, students are prepared for employment in the plumber, steamfitter/pipefitter, sprinkler system installer or domestic/commercial gas fitter trades. On successful completion of this program and upon entering into an apprenticeship, graduates will be eligible to receive technical

training credit for level one and 375 work-based hours credit towards your apprenticeship in any of these trades.

## CAREER OPPORTUNITIES

In recent years, graduates have found employment in several different related trades areas, including refrigeration, plumbing, sheet metal, oil burner service, gas fitting, and fire sprinklers. Recent enhancements to the program reflect current requirements of level one piping trades and will provide you with the initial experience required by the majority of employers.

## TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

Successful completion of the North Island College Piping Trades Assessment. For more information, check the Plumbing Assessment Study Information online at [www.nic.bc.ca/program/plumbing\\_and\\_piping\\_entry](http://www.nic.bc.ca/program/plumbing_and_piping_entry).

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**PROGRAM REQUIREMENTS**

- 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 117 Oxy-Acetylene Welding and Burning

**COMPLETION REQUIREMENTS**

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

## WELDING LEVELS C, B & A

**Credential:** Log Book

**Program Length:**

Level C: 28 weeks training + 1,000 hrs work experience;  
Level B: 16 weeks training + 8 months work experience;  
Level A: 8 weeks training + 10 months work experience

**Tuition Category:** Category 4

**Location(s):** Campbell River, Port Alberni

**Start Date:** Continuous entry

**Contact(s):** Campbell River - Fred Berg, 250-923-9734 or  
Chris Udy, 250-923-9735; Port Alberni - Gordon Gallacher,  
250-724-8727; [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction, and maintenance industries in every part of the country, leading to many potential career paths and opportunities. NIC's Welding Level C, B & A programs will give you the essential skills for entry-level employment and advancement in industrial manufacturing, welding and fabrication shops. Each level includes in-school training and documented workplace training.

### WHY CHOOSE NORTH ISLAND COLLEGE?

- **Great facilities, great people.** NIC's welding programs have some 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.
- **Advance your career.** If you want to learn more, NIC's Metal Fabrication Foundation program is an excellent complement to the skills gained in Welding Level C, B or A, allowing you to increase your skills and your employability.

### PROGRAM HIGHLIGHTS

As baby boomers retire, taking with them a lifetime of experience and knowledge, an unprecedented opportunity for skilled journeymen and journeymen is predicted. In the near future, the welding industry will be challenged to find enough talented, knowledgeable people to fill the void.

NIC offers three levels of welding training: Levels C, B, and A.

Level C prepares students for entry-level employment in industrial manufacturing, welding and fabrication shops. Completion of Level C requires 28 weeks of in-school training and 1000 hours of documented workplace training.

Level B introduces pressure welding and preparation for Interprovincial (Red Seal) certification. Level B will involve 16 weeks of training at the college, followed by eight months of work experience in industry.

In Level A, students learn advanced alloy and stainless steel pressure welding. Level A involves eight weeks of training and 10 months of work experience.

In addition to Levels C, B and A, NIC also offers certification in metal fabrication.

**Note:** Program content is subject to periodic changes as determined by the Industry Training Authority (ITA).

### 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.

### TO BE SUCCESSFUL

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

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## ADMISSION REQUIREMENTS

### Level C

Successful completion of North Island College Welding Assessment. For more information, check the Welding Assessment Study Information online at [www.nic.bc.ca/program/welding\\_levels\\_c\\_b\\_a](http://www.nic.bc.ca/program/welding_levels_c_b_a).

### Level B

Must have successfully completed Welding Level C

### Level A

Must have successfully completed Welding Level B

## PROGRAM REQUIREMENTS

### Level C

The Provincial C Level Welding program is open entry/open exit. Completion time for a person attending full-time is maximum 28 weeks.

After successful completion of C Level Welding, the student requires 1000 hours of documented work experience before receiving registration as a C Level Welder. As currently defined by the ITA, to qualify for this registration, a student must (a) graduate as a C Level Welder, and (b) get approved work experience.

The College will endorse a trainee's or a welder's logbook on completion of the minimum technical training required for the C certificate consisting of the following Modules or courses:

- 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

The Level B program will involve approximately 16 weeks of full-time training at the College, followed by eight months of work experience in the industry. The four practical and four welding-related courses in Level B are listed below.

- WPR 107 Shielded Metal Arc Welding II (P7)
- WPR 108 Gas-Metal Arc Welding II (P8)
- WPR 109 Flux-Cored Arc Welding II (P9)
- WPR 110 Gas-Tungsten Arc Welding I (P10)
- WRK 104 Welding Quality & Control (RK4)
- WRK 105 Welding Codes, Standards & Specifications (RK5)

- WRK 106 Blueprint Reading II (RK6)
- WRK 107 Metallurgy II (RK7)

### Level A

The Level A program will involve approximately 8 weeks of training and 10 months of work experience.

- WPR 111 Shielded Metal Arc Welding III (P11)
- WPR 112 Gas-Tungsten Arc Welding II (P12)
- WRK 108 Metallurgy III (RK8)
- WRK 109 Blueprint Reading III (RK9)

## COMPLETION REQUIREMENTS

Students must attain competency in each module.

## ASME WELDER PERFORMANCE QUALIFICATION TESTING

North Island College's welding centres are authorized testing stations for the Boiler Branch. Qualified welders may challenge Welder Performance Qualification tests in accordance with the Power Engineers and Boiler and Pressure Vessels Safety Act regulations and directives. Subject to available space.

Welding Performance tests are incorporated in the following courses: WPW 007 and WPW 010.

## CHALLENGE TESTING

Experienced welders meeting the ministry's criteria may attempt the Level B or A - Challenge Tests:

- WBT 010: the "B" Level Challenge Test
- WAT 010: the "A" Level Challenge Test

and, if successful, become registered at the level they successfully challenged.

## OTHER WELDING TRAINING

NIC offers Welding Skills Development courses to qualified welders. Contact Welding Admissions at the Campbell River or Port Alberni campuses for scheduling and fees.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel / Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

# BACHELOR OF ARTS DEGREE IN LIBERAL STUDIES

**Credential(s):** Degree

**Program Length:** 3rd & 4th year of a 4-year degree

**Tuition Category:** N/A

**Location(s):** Comox Valley

**Start Date:** September; however, a January start time may be allowed if space is available.

**Contact(s):** Vancouver Island University

General Information: Libby McGrattan, 250-740-6194  
libby.mcgrattan@viu.ca

Program Information: John Black, 250-740-6495  
john.black@viu.ca

Registration Information: VIU Registration Centre,  
250-740-6400

Thanks to a unique partnership agreement, students can complete a Bachelor of Arts degree in Liberal Studies from Vancouver Island University at NIC's Comox Valley campus. Liberal studies, as opposed to traditional bachelor of arts programs, includes hands-on experience in science, fine arts, music and theatre. A degree in liberal studies supports a career in law, public service, architecture, business, art, the media - in virtually any field that values a broad education.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **A broad education.** Liberal studies promotes the education of the whole person, through the promotion of crucial skills in communication, teamwork, self-reliance, critical analysis and creative expression. With a degree in liberal studies, you'll possess a varied academic background and a greater ability to think, rationalize, and explore your world.
- **Study overseas.** A selection of liberal arts courses are offered in Europe during the summer, as part of the Liberal Studies Abroad program.
- **In good company.** When you take courses at NIC, you're joining a vibrant, exciting, and expanding community of learning. In small classes, students develop strong relationships with their instructors and classmates.

## PROGRAM HIGHLIGHTS

In 1996, North Island College and Vancouver Island University (VIU) formed a unique partnership to offer a Bachelor of Art degree in Liberal Studies at NIC's Comox Valley campus. Students are admitted, pay fees to, and upon completion receive a credential from, Vancouver Island University, but take classes at North Island College.

**What is Liberal Studies?** 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. Liberal studies is:

- 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.

The Bachelor of Arts degree in Liberal Studies is based around a series of core and companion courses. The six-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 three-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.

Courses are team taught by professors from both institutions with a wide range of academic backgrounds; the professors together with students form 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.

## CAREER OPPORTUNITIES

Liberal studies 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 degree in liberal studies or by taking some liberal studies courses as electives. Liberal studies 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

*Continued*

alternatives 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.

### 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 program on a cost-recovery basis. Contact the department chair for further details or visit [www.mala.ca/liberalstudies](http://www.mala.ca/liberalstudies).

### ADMISSION REQUIREMENTS

1. Normally, complete Year 1 and 2 university transfer coursework (54 credits minimum) or an Associate degree. However, the core courses LBST 310 and 320 may be taken by students with only 24 credits provided these include a course in Liberal Studies, English or Philosophy with a grade of B- or better. This provision allows students to commence the Liberal Studies program on a part-time basis during their second year at NIC. Students should consult with a Student Advisor to ensure that all courses taken are eligible for transfer to Vancouver Island University.
2. For entry to Year 3, students must *apply for admission* to Vancouver Island University and,
3. As early as possible in the year of intended entry, contact Liberal Studies Department Co-Chair John Black, [john.black@viu.ca](mailto:john.black@viu.ca), 250-740-6495, for instructions on how to register in the courses offered at NIC.

### PROGRAM REQUIREMENTS

Students must complete 120 credits in all, fulfill all Vancouver Island University's *institutional BA degree requirements*, including the degree English requirement, but with the exception of the normal residency requirement and take the courses listed below:

#### Years 1 and 2

- Normally, complete an Associate degree or the 54 credit minimum of coursework required for entry. Two courses in English are recommended.

#### Years 3 and 4

- 42 upper-level credits in Liberal Studies:
- 24 credits in core courses *LBST310, 320, 410, 420*;
- 12 additional credits which may include: *LBST400* (the Senior Project), *LBST311, 321, 411, 421* (the companion courses), and no more than 6 credits from *LBST322, 323, 390, 391, 392, 412, 422, 490 and 491* (taken as part of a Liberal Studies Abroad program).

#### 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.
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.
3. In exceptional circumstances, deviations from the above regulations may be allowed by permission of the chair of the Liberal Studies department.
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 Vancouver Island University BA Residency Requirement.
5. The core courses LBST 310 and 320 may be taken by students with only 24 credits provided these include a course in Liberal Studies, English or Philosophy with a grade of B- or better. This provision allow students to commence the Liberal Studies program on a part-time basis during their second year at NIC.

# ASSOCIATE OF ARTS DEGREE

**Credential(s):** Associate Degree

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** September, January

**Contact(s):** Student Services, 1-800-715-0914,  
questions@nic.bc.ca

The Associate of Arts degree is a two-year academic degree recognized widely by employers and organizations. Students may complete a general arts degree or focus their studies on anthropology, First Nations studies, modern languages, creative writing, criminology, philosophy, psychology, sociology, history, North American studies, political science, or women's studies. Thanks to a special province-wide agreement, graduates are eligible to receive two full years (60 credits) of transfer credit at any BC university, including Vancouver Island University (VIU) and the University of Victoria (UVic).

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Same degree, save \$20,000.** University transfer students completing an associate degree will spend approximately \$20,000 less for the first two years of their studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- **Keep your options open.** Since associate degrees transfer unconditionally as a two-year block of credit at any BC university, you can expect full credit for all your coursework no matter where you choose to continue your studies.
- **Freedom to follow your interests.** Associate degrees offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests.
- **In good company.** Graduates tell us that NIC classes feel like interactive work groups, where everyone has a chance to contribute their opinions and ideas, and you get to know instructors and classmates well.
- **Be advised, every step of the way.** Student Advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.

## PROGRAM HIGHLIGHTS

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

University transfer students who want to keep their university and degree options open will find that an associate degree is definitely the way to go. Associate degrees transfer unconditionally as a two-year block of credit at any BC university. This guarantees students full credit for their coursework regardless of their eventual transfer destination.

Associate degrees also offer a great deal of flexibility. Students can choose their preferred courses from a specific list of eligible courses, making it possible to focus their studies in one specific area or explore a variety of subjects.

Course subjects may include: anthropology, biology, business, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish, or women's studies.

## TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

1. Complete and submit the *NIC Application for Admission* form, writing Associate of Arts degree as the program name.
2. There are no formal admission requirements for the Associate of Arts degree. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

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## PROGRAM REQUIREMENTS

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

### Associate of Arts Degree - General Requirements

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

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

### Sample Study Plans

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

#### **Creative Writing**

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

#### **Anthropology**

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

#### **Criminology**

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

#### **First Nations**

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

#### **History**

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

#### **Modern Languages**

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

#### **North American Studies**

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

#### **Philosophy**

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

#### **Political Science**

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

#### **Psychology**

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

#### **Sociology**

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

#### **Women's Studies**

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

### Eligible Associate Degree Courses

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

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

##### **Humanities**

- EDU 101, EDU 102
- ENG 107, ENG 108, ENG 109, ENG 115, ENG 120, ENG 121, ENG 125, ENG 126, ENG 160, ENG 202, ENG 203, ENG 207, ENG 208, ENG 209, ENG 212, ENG 213, ENG 214, ENG 215, ENG 224, ENG 225, ENG 230, ENG 260
- FIN 100, FIN 101, FIN 110, FIN 111, FIN 115, FIN 120, FIN 121, FIN 130, FIN 131, FIN 135, FIN 140, FIN 145, FIN 205, FIN 206, FIN 210, FIN 211, FIN 215, FIN 220, FIN 221, FIN 235, FIN 236, FIN 245, FIN 246, FIN 250
- FNS 160, FNS 200
- FRE 100, FRE 101, FRE 120, FRE 121, FRE 145, FRE 146, FRE 265, FRE 266, FRE 281
- HIS 111, HIS 112, HIS 120, HIS 121, HIS 122, HIS 130, HIS 135, HIS 205, HIS 210, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260
- IMG 110
- MCS 110, MCS 130, MCS 200, MCS 280
- PHI 100, PHI 101, PHI 150, PHI 211, PHI 220, PHI 230, PHI 240, PHI 260
- SPN 100, SPN 101, SPN 200, SPN 201
- WST 100

##### **Social Sciences**

- ANT 150, ANT 151, ANT 250, ANT 251, ANT 252, ANT 253, ANT 290, ANT 291, ANT 292
- CRM 101, CRM 131, CRM 135, CRM 220, CRM 230, CRM 241, CRM 251
- ECO 110, ECO 111, ECO 245, ECO 270
- ESJ 100, ESJ 101
- GEO 105 LAB, GEO 106 LAB, GEO 111, GEO 112, GEO 200, GEO 209, GEO 210, GEO 211, GEO 214, GEO 205, GEO 206 LAB, GEO 215

- HSW 160, HSW 192
- POL 109, POL 111, POL 119, POL 151, POL 200, POL 201, POL 203, POL 209
- PSY 130, PSY 131, PSY 202, PSY 204, PSY 215, PSY 235, PSY 245, PSY 250, PSY 251, PSY 260
- SOC 110, SOC 111, SOC 130, SOC 210, SOC 212, SOC 220, SOC 230, SOC 240
- WST 100, WST 101, WST 110, WST 260

### Sciences

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

### Business

- BUS 112 & BUS 113 (must take both), BUS 132, BUS 150, BUS 152, BUS 162, BUS 170, BUS 211, BUS 212, BUS 217, BUS 221, BUS 222, BUS 232, BUS 244, BUS 255, BUS 260, BUS 261, BUS 262, BUS 264, BUS 268, BUS 280, BUS 290, BUS 292, BUS 293

### COMPLETION REQUIREMENTS

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

# ASSOCIATE OF SCIENCE DEGREE

**Credential(s):** Associate Degree

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):**

**Start Date:** September, January

**Contact(s):** Student Services

1-800-715-0914

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

The Associate of Science degree is a two-year academic degree recognized widely by employers and organizations. Students may complete a general science degree or focus their studies on biology, physics, chemistry, or math. Thanks to a special province-wide agreement, graduates are eligible to receive two full years (60 credits) of transfer credit at any BC university, including Vancouver Island University (VIU) and the University of Victoria (UVic).

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Same degree, save \$20,000.** University transfer students completing an associate degree will spend approx. \$20,000 less for the first two years of their studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- **Keep your options open.** Since associate degrees transfer unconditionally as a two-year block of credit at any BC university, you can expect full credit for all your coursework no matter where you choose to continue your studies.
- **Freedom to follow your interests.** Associate degrees offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests.
- **In good company.** Graduates tell us that NIC classes feel like interactive work groups, where everyone has a chance to contribute their opinions and ideas, and you get to know instructors and classmates well.
- **Be advised, every step of the way.** Student Advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.

## PROGRAM HIGHLIGHTS

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

University transfer students who want to keep their university and degree options open will find that an associate degree is definitely the way to go. Thanks to a special province-wide agreement, associate degrees transfer unconditionally as a two-year block of credit at any BC university. This guarantees students full credit for their coursework regardless of their eventual transfer destination.

Associate degrees also offer a great deal of flexibility. Students can choose their preferred courses from a specific list of eligible courses, making it possible to focus their studies in one specific area or explore a variety of subjects.

Course subjects may include: anthropology, biology, business, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish, or women's studies.

## TO BE SUCCESSFUL

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

## ADMISSION REQUIREMENTS

1. Complete and submit the *NIC Application for Admission* form, writing Associate of Science degree as the program name.
2. There are no formal admission requirements for the Associate of Science degree. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

## PROGRAM REQUIREMENTS

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

### Associate of Science Degree - General Requirements

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

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

### Sample Study Plans\*

Students may complete a general Associate of Science degree, or work with a Student Advisor to develop a study plan focused in one of the following subject areas:

#### **Biology**

Consider including: BIO 102/BIO 103, BIO 200, BIO 202, BIO 211, BIO 215 and BIO 230.

#### **Chemistry**

Consider including: CHE 103 LAB, CHE 104 LAB, CHE 110 LAB, CHE 111 LAB, CHE 200 LAB, or CHE 201 LAB.

#### **Physics**

Consider including: PHY 100 LAB, PHY 101 LAB, PHY 120 LAB, PHY 121 LAB, or PHY 141.

#### **Math**

Consider including: MAT 102, MAT 115, MAT 133, MAT 151, MAT 162, MAT 163, MAT 181, MAT 182, MAT 190, MAT 191, MAT 200, or MAT 210.

**Please note\*** Always check website for course offerings as some Math/Sciences courses are offered on a rotational basis.

## Eligible Associate Degree Courses

The following university transfer courses are eligible for credit towards completion of the Associate of Science degree:

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

#### **Humanities**

- EDU 101, EDU 102
- ENG 107, ENG 108, ENG 109, ENG 115, ENG 120, ENG 121, ENG 125, ENG 126, ENG 160, ENG 202, ENG 203, ENG 207, ENG 208, ENG 209, ENG 212, ENG 213, ENG 214, ENG 215, ENG 224, ENG 225, ENG 230, ENG 260
- FIN 100, FIN 101, FIN 110, FIN 111, FIN 115, FIN 120, FIN 121, FIN 130, FIN 131, FIN 135, FIN 140, FIN 145, FIN 205, FIN 206, FIN 210, FIN 211, FIN 215, FIN 220, FIN 221, FIN 235, FIN 236, FIN 245, FIN 246, FIN 250
- FNS 160, FNS 200
- FRE 100, FRE 101, FRE 120, FRE 121, FRE 145, FRE 146, FRE 265, FRE 266, FRE 281
- HIS 111, HIS 112, HIS 120, HIS 121, HIS 122, HIS 130, HIS 135, HIS 205, HIS 210, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260
- IMG 110
- MCS 110, MCS 130, MCS 200, MCS 280
- PHI 100, PHI 101, PHI 150, PHI 211, PHI 220, PHI 230, PHI 240, PHI 260
- SPN 100, SPN 101, SPN 200, SPN 201
- WST 100

#### **Social Sciences**

- ANT 150, ANT 151, ANT 250, ANT 251, ANT 252, ANT 253, ANT 290, ANT 291, ANT 292
- CRM 101, CRM 131, CRM 135, CRM 220, CRM 230, CRM 241, CRM 251
- ECO 110, ECO 111, ECO 245, ECO 270
- ESJ 100, ESJ 101
- GEO 105 LAB, GEO 106 LAB, GEO 111, GEO 112, GEO 200, GEO 209, GEO 210, GEO 211, GEO 214, GEO 205, GEO 206 LAB, GEO 215
- HSW 160, HSW 192
- POL 109, POL 111, POL 119, POL 151, POL 200, POL 201, POL 203, POL 209
- PSY 130, PSY 131, PSY 202, PSY 204, PSY 215, PSY 235, PSY 245, PSY 250, PSY 251, PSY 260
- SOC 110, SOC 111, SOC 130, SOC 210, SOC 212, SOC 220, SOC 230, SOC 240
- WST 100, WST 101, WST 110, WST 260

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**Sciences\***

- BIO 102 LAB, BIO 103 LAB, BIO 110 LAB, BIO 111 LAB, BIO 160 LAB, BIO 161 LAB, BIO 170 LAB, BIO 171 LAB, BIO 200 LAB, BIO 201, BIO 202, BIO 211 LAB, BIO 215, BIO 230 LAB, BIO 240 LAB, BIO 241, BIO 260, BIO 261
- CHE 103 LAB, CHE 104 LAB, CHE 110 LAB, CHE 111 LAB, CHE 200 LAB, CHE 201 LAB
- CPS 100, CPS 101, CPS 109, CPS 146, CPS 151, CPS 160, CPS 165, CPS 208, CPS 212, CPS 215, CPS 221, CPS 235, CPS 236, CPS 246, CPS 262, CPS 268, CPS 270
- GEO 105 LAB, GEO 106 LAB, GEO 206 LAB
- MAT 102, MAT 115, MAT 133, MAT 151, MAT 162, MAT 163, MAT 181, MAT 182, MAT 190, MAT 191, MAT 200, MAT 210
- PHY 100 LAB, PHY 101 LAB, PHY 120 LAB, PHY 121 LAB, PHY 141
- SSA 100 LAB, SSA 101 LAB

**Business**

- BUS 112 & BUS 113 (must take both), BUS 132, BUS 150, BUS 152, BUS 162, BUS 170, BUS 211, BUS 212, BUS 217, BUS 221, BUS 222, BUS 232, BUS 244, BUS 255, BUS 260, BUS 261, BUS 262, BUS 264, BUS 268, BUS 280, BUS 290, BUS 292, BUS 293

**Please Note\*** Always check website for current offerings as some Math/Sciences courses are offered on a rotational basis.

**COMPLETION REQUIREMENTS**

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

# CRIMINOLOGY DIPLOMA

**Credentials:** Diploma

**Program Length:** 2 years

**Location(s):** Comox Valley

**Start Date:** September, January

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

The two-year Criminology diploma provides an excellent knowledge base for work in nearly every aspect of the justice system. Depending on your goals and interests, career opportunities begin with entry level positions in government, corrections, and legal administration. It also provides pathways to positions such as correctional officer, court reporter, immigration officer, researcher, legal assistant, First Nations band officer, insurance adjuster, youth court worker, probation officer, police officer, crime analyst, and much more.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **A future full of opportunity.** Upon completion, you can choose to pursue your first career position and immediately build experience in the field or bridge into year three of your university degree, now or anytime in the future.
- **In good company.** When you take courses at NIC, you're joining a vibrant, exciting, and expanding community of learning. In 2007, close to 2,000 students took university transferable courses at NIC.
- **Same degree, save \$20,000.** Criminology diploma students transferring to university after graduation will spend approx. \$20,000 less for the first two years of their studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

## PROGRAM HIGHLIGHTS

Criminology involves the study of crime, criminal behavior, and responses to law-breaking. The principle elements of criminology are social science theory and research methods that explore all aspects of crime and justice issues. The individual and social impact of crime is a critical component of research.

The two-year Criminology diploma is a great choice for individuals wishing to pursue post-secondary training for criminal justice related employment and/or advance to further studies in criminology. The diploma program consists of 60 credits of university transferable coursework which are completed on a full-time basis over two years (four academic semesters). Options for part-time study are also available.

Core 100-level courses include introductory topics in statistics, psychology, sociology, criminology, the criminal justice system, law and politics, and Canadian law, giving students a well-rounded knowledge base. A variety of 200-level topics allow students to advance deeper in to their field of work, including courses in criminal and deviant behavior, criminal law, policing, corrections, and more.

In addition, students are able to choose four elective courses among a host of university transfer subjects, including anthropology, biology, business, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish, or women's studies.

Diploma graduates will be well prepared for career pathways and entry level employment in law enforcement, the court system, and corrections. For those who wish to pursue further studies, the Criminology diploma provides 60 credits (two academic years) of transfer credit toward many degrees in BC and beyond, including the Bachelor of Arts degree in Criminology at Vancouver Island University and Simon Fraser University. The diploma also provides an excellent foundation for anyone wishing to pursue university studies in law.

## CAREER OPPORTUNITIES

Graduates possess employable skills in nearly every aspect of the justice system. A criminology credential, such as the Criminology diploma, an associate of arts, or a university degree, can provide access to a variety of careers. These include occupations in the criminal justice system, with Crown corporations, and in the private sector, which call for the knowledge and skills you will acquire in your studies. Career positions may include, but would not be limited to, correctional officer, court reporter, immigration officer, researcher, legal assistant, First Nations band officer, insurance adjuster, youth court worker, probation officer, police officer, crime analyst, and much more.

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**ADMISSION REQUIREMENTS**

C in one of ENG 060, ENG 098, ESL 098, or Provincial English 12, or placement testing.

**PROGRAM REQUIREMENTS**

- CRM 101 Introduction to Criminology
- CRM 131 Introduction to the Criminal Justice System
- CRM 135 Introduction to Canadian Law and Legal Institutions
- CRM 220 Research Methods in Criminology
- CRM 230 Criminal Law
- MAT 115 Introduction to Statistics
- POL 151 Law and Politics
- PSY 130 Introductory Psychology I
- PSY 131 Introductory Psychology II
- PSY 260 Psychological Explanations of Criminal and Deviant Behaviour
- SOC 110 Introduction to Sociology I
- SOC 230 Sociological Explanations of Crime and Deviance
- One of:
  - CRM 241 Introduction to Corrections
  - CRM 251 Introduction to Policing
  - HIS 260 Historical Reactions to Criminal and Deviant Behaviour
- One of:
  - ENG 115 or 125
- One of:
  - ENG 120 or 121 or 126 or 160
- One of:
  - PHI 100 Introductory Philosophy I
  - PHI 150 Critical Thinking
- Electives: 12 credits chosen from any 100- or 200-level university transfer courses

# WOMEN'S STUDIES DIPLOMA

**Credential(s):** Diploma

**Program Length:** 2 years

**Tuition Category:** Category 1

**Location(s):** Comox Valley

**Start Date:** September, January

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

The two-year Women's Studies diploma provides an excellent knowledge base for work with women's groups, shelters, hospitals, or government agencies; it also complements further study in nursing, medicine, law, teaching, counselling, and journalism. An education in women's studies can lead you in many directions. Depending on your goals and interests, career options may include crisis counsellor, women's clinic assistant, or communications consultant.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **In good company.** When you take courses at NIC, you're joining a vibrant, exciting, and expanding community of learning. In 2007, close to 2,000 students took university transferable courses at NIC.
- **Be advised, every step of the way.** Student Advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.
- **Complements your career.** The Women's Studies diploma can complement a career in human services or nursing, or provide you with a solid foundation towards further study in social work or liberal studies.

## PROGRAM HIGHLIGHTS

Women's studies is an interdisciplinary 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 are interested in transferring their studies to a future degree should also explore the Associate of Arts degree with a women's studies focus.

## ADMISSION REQUIREMENTS

There are no formal admission requirements for the Women's Studies diploma. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

## PROGRAM REQUIREMENTS

- WST 100 Global Perspectives on Women
- WST 101 Issues in Women's Health
- 12 credits of 100-level English, psychology, and/or Canadian history
- 12 credits of other 100-level arts or science courses
- HIS 250 History of Women in Canada, 1600 - 1920
- HIS 251 History of Women in Canada, 1920 - Present
- Minimum 6 credits selected from: ENG 224 & 225; PSY 245; and WST 260
- Minimum of 18 credits of any 200-level university transfer Arts or Science courses

## UNIVERSITY STUDIES PROGRAM

**Location(s):** College Wide

**Start Date:** September, January

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

The University Studies program at North Island College offer the same quality and course content as university courses - at nearly half the cost. Students can take as many or as few courses as they want, choosing from a wide range of subjects available on campus or by distance learning. Plus, universities, colleges, and institutes across Canada and around the world give transfer credit for North Island College programs and courses. If students work closely with Advisors at both NIC and their destination institution, transfer options are virtually limitless.

### WHY CHOOSE NORTH ISLAND COLLEGE?

**No plan? No problem.** With University Studies, you have the freedom to explore your interests and keep your options open. You can take as many or as few courses as you want.

**In good company.** Students tell us that classes at NIC feel like interactive work groups, where everyone has a chance to contribute their ideas and you get to know your instructors and classmates well.

**Earn transfer credit.** Whether you have a goal in mind or no idea at all, you'll earn transfer credit toward programs, including associate degrees and bachelor's degrees at NIC and beyond.

### STUDY OPTIONS

The University Studies program offers students a full range of first- and second-year courses to explore in over 20 subject areas, including anthropology, business, biology, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish, and women's studies.

University Studies offers a great deal of flexibility and virtually limitless transfer possibilities. Students can take as many or as few courses as they want, choosing from a wide range of subjects available on campus or by distance learning. Courses transfer in part or in full to other institutions and may be customized as a transfer plan and/or applied towards diplomas, associate degrees, or bachelor's degrees at NIC and beyond.

Students working toward a specific area of study or degree can focus their studies to finish their degree faster. Our student advisors can help you customize a transfer plan for a decided program or university of choice – potentially minimizing study time and costs. Choosing a suitable combination of courses, however, may depend on a number of factors, including your area of study and university of choice. Our student advisors will work with you to personalize an educational or transfer plan to meet your goals.

### ADMISSION REQUIREMENTS

There are no formal admission requirements for the University Studies program. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

### TO BE SUCCESSFUL

Students wishing to use their coursework as transfer credit toward another program or degree are encouraged to 1) review the Steps to University Transfer online and 2) contact a Student Advisor. They have extensive knowledge of programs, funding options, career paths, and post-secondary transfer agreements, and will help you get started on the right track.

NIC also offers high school-equivalent upgrading options if you need help meeting prerequisites

### HOW TO SEARCH COURSES

1. Courses in the University Studies program are listed in Course section under the following areas of study as 100 (first year) and 200 (second year) course levels: anthropology (ANT), business (BUS), biology (BIO), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPA), and women's studies (WST).
2. Search courses at [www.nic.bc.ca](http://www.nic.bc.ca) by subject, level, keyword, or by transferability, and check the BC Transfers link under course descriptions AND
3. Have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

### TRANSFERABLE COURSES

The following courses in the University Studies program were transferable to AT LEAST ONE other BC post-secondary institution at the time of publishing. Since post-secondary transfer agreements and degree requirements change frequently, students are strongly encouraged to check [www.bctransferguide.ca](http://www.bctransferguide.ca) AND speak to a Student Advisor before registering in classes.

### 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 264 Professional Sales
  - BUS 290 Management Information Systems
  - BUS 293 Business Simulation
  - BUS 318 Advanced Cost Accounting
  - BUS 323 Taxation II
  - BUS 350 Organizational Behaviour
  - BUS 355 Managing for Pub. & Non-profit
  - BUS 361 E-Business
  - BUS 362 Market Research
  - BUS 368 Advertising and Marketing Communications
  - BUS 380 Globalization and International Business
  - BUS 390 Directed Field Studies I
  - BUS 419 Advanced Financial Accounting
  - BUS 420 Introduction to Auditing
  - BUS 421 Accounting Theory
  - BUS 430 Business-to-Business Marketing
  - BUS 450 Project Management
  - BUS 452 Advanced Topics in Entrepreneurship
  - BUS 490 Directed Field Studies II
  - BUS 492 Strategic Management

### COMPUTER SCIENCE AND INFORMATION TECHNOLOGY COURSES

- CPS 100 Computer programming I
- CPS 101 Computer programming II
- CPS 109 Computer & Information Systems
- CPS 146 Database Fundamentals
- CPS 151 Systems Analysis & Design
- CPS 160 Integrated Software Tools
- CPS 165 Web Design Tools
- CPS 208 E-Commerce
- CPS 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 262 Data Communications & Computer Networks
  - CPS 268 Systems & Network Security
  - CPS 270 Software Engineering
  - CPS 300 Nursing Informatics

### ENGLISH

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 109 Introduction to Creative Writing: Journalism
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- 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
- ENG 209 Creative Writing: Fiction
- ENG 212 An Introduction to Canadian Literature I
- ENG 213 An Introduction to Canadian Literature II
- ENG 214 Scriptwriting Workshop
- ENG 215 Advanced Composition
- ENG 216 Travel Writing
- ENG 224 Women's Literature & Theory I
- ENG 225 Women's Literature & Theory II
- ENG 230 Narratives of Love and Sex
- 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 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

*Continued*

- 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 206 Graphic Arts Production
- FIN 210 Drawing & 2-Dimensional Language III
- FIN 211 Drawing & 2-Dimensional Language IV
- FIN 215 Intaglio Printmaking
- FIN 217 Serigraph Printmaking
- FIN 220 Painting Applications I
- FIN 221 Painting Applications II
- FIN 235 3-Dimensional Applications (Ceramics I)
- FIN 236 3-Dimensional Applications (Ceramics II)
- FIN 245 Photography II
- FIN 246 Photography III
- FIN 247 Introduction to Digital Photography
- FIN 250 Modern Art History

### HUMANITIES COURSES

- EDU 101 Teaching: the Human Interaction
- EDU 102 Teaching: Making an Informed Decision
- FNS 160 First Nations Education: Traditional and Contemporary
- FNS 200 Pre- & Post-Contact First Nations of Canada
- FRE 100 Motifs I
- FRE 101 Motifs II
- FRE 120 Motifs III
- FRE 121 Motifs IV
- FRE 145 Intermediate French I
- FRE 146 Intermediate French II
- FRE 265 Advanced French I
- FRE 266 Advanced French II
- FRE 280 La Traduction: Translation (A)
- FRE 281 La Traduction: Translation (B)
- HIS 111 Canadian History: Pre-confederation
- HIS 112 Canadian History: 1867 - Present
- HIS 120 World History to 1000
- HIS 121 World History of the Last Millennium, AD 1000-2000
- HIS 122 World History Since 1945
- HIS 130 World Religion
- HIS 135 World Mythology
- HIS 205 Travels in Time
- HIS 210 Modern England 1688-1950
- HIS 215 History of Modern Europe I
- HIS 216 History of Modern Europe II

- HIS 220 War, Memory, Myth and History
- HIS 225 History of British Columbia
- HIS 231 United States History To 1877
- HIS 232 United States History Since 1877
- HIS 250 History of Women in Canada, 1600-1920
- HIS 251 History of Women in Canada, 1920-Present
- HIS 260 Historical Reactions to Criminal and Deviant Behaviour
- IMG 110 Web Tools I
- PHI 100 Introductory Philosophy: Knowledge & Reality
- PHI 101 Introductory Philosophy: Values & Society
- PHI 150 Critical Thinking
- PHI 211 Philosophies of Existence
- PHI 220 Philosophy of Love and Sex
- PHI 230 Contemporary Moral Issues
- PHI 240 Philosophy of Art
- PHI 260 Business Ethics
- SPN 100 Introductory Spanish I
- SPN 101 Introductory Spanish II
- SPN 200 Intermediate Spanish I
- SPN 201 Intermediate Spanish II

### MATHEMATICS & SCIENCE COURSES

- BIO 102 Principles of Modern Biology I
- BIO 103 Principles of Modern Biology II
- BIO 110 Concepts in Biology I (Inhabiting the Human Body)
- BIO 111 Concepts in Biology II (Inhabiting the Earth)
- BIO 160 Human Anatomy & Physiology I
- BIO 161 Human Anatomy & Physiology II
- BIO 170 Foundations of Ethnobotany
- BIO 171 Applied Ethnobotany
- BIO 200 Cell Biology
- BIO 201 Cell Biology II: Introduction to Biochemistry
- BIO 202 Principles of Genetics
- BIO 211 Invertebrate Biology
- BIO 215 Introductory Microbiology
- BIO 230 Principles of Ecology
- BIO 240 Applied Ecology
- BIO 241 Traditional Ecological Knowledge (TEK)
- BIO 260 Pathobiology I
- BIO 261 Pathobiology II
- CHE 110 Chemical Principles I
- CHE 111 Chemical Principles II
- CHE 200 Organic Chemistry I
- CHE 201 Organic Chemistry II
- GEO 105 Physical Geography I

- GEO 106 Physical Geography II
- GEO 206 Introduction to Geomorphology
- MAT 100 Precalculus
- MAT 102 Calculus for Biological & Social Sciences
- MAT 115 Introduction to Statistics
- MAT 133 Matrix Algebra
- MAT 151 Finite Mathematics
- MAT 162 Math for Elementary Education I
- MAT 163 Math for Elementary Education II
- MAT 181 Calculus I
- MAT 182 Calculus II
- MAT 190 First Nations Perspective: Math for Elementary Education I
- MAT 191 First Nations Perspective: Math for Elementary Education II
- MAT 200 Linear Algebra
- MAT 210 Calculus III
- PHY 100 Introduction to Physics I
- PHY 101 Introduction to Physics II
- PHY 120 Principles of Physics I
- PHY 121 Principles of Physics II
- PHY 141 Mechanics I (Statics)
- SSA 100 Space Science and Astronomy: Intro. to Solar System Exploration
- SSA 101 Space Science and Astronomy: Intro. to Deep Space Astronomy

### **SOCIAL SCIENCES COURSES**

- ANT 150 Cultural Anthropology
- ANT 151 Physical Anthropology & Archaeology
- ANT 250 Ethnology of North America
- ANT 251 Principles of Archaeology
- ANT 252 Northwest Coast Prehistory
- ANT 253 Seacoasts in Prehistory
- ANT 290 Archaeology Field School
- ANT 291 Archaeology Field School
- ANT 292 Archaeology Field School
- ANT 293 Third Rock Archeology CRM 101 Introduction to Criminology
- CRM 131 Introduction to the Criminal Justice System
- CRM 135 Introduction to the Canadian Law & Legal Institutions
- CRM 230 Criminal Law
- CRM 220 Research Methods in Criminology
- CRM 241 Introduction to Corrections
- CRM 251 Introduction to Policing
- ECO 110 Principles of Microeconomics

- ECO 111 Principles of Macroeconomics
- ECO 245 Money & Banking
- ECO 270 Environmental Economics
- ESJ 100 Equity & Social Justice in Contemporary Canada
- ESJ 101 Global Changes and 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
- POL 200 Introduction to Political Theory
- POL 201 Comparative Politics
- POL 203 International Relations
- POL 209 Government in America
- PSY 130 Introductory Psychology I
- PSY 131 Introductory Psychology II
- PSY 202 Health Psychology
- PSY 204 Research Methods in Psychology
- PSY 215 Biological Psychology
- PSY 235 Abnormal Psychology
- PSY 245 Psychology of Women
- PSY 250 Human Development, Conception- Childhood
- PSY 251 Human Development, Adolescence- Adulthood
- PSY 260 Psychological Explanations Criminal Behaviour
- SOC 110 Introduction to Sociology I
- SOC 111 Introduction to Sociology II
- SOC 130 First Nations Sociology
- SOC 210 Ethnic Relations
- SOC 212 Issues in Canadian Society
- SOC 220 Introduction to Sociological Research Methods
- SOC 230 Sociological Explanations of Crime & Deviance
- SOC 240 The Sociology of Love and Sex
- 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

# UNIVERSITY DUAL ADMISSION

## YOUR GUARANTEED DEGREE PATH, AVAILABLE EXCLUSIVELY THROUGH NIC

Dual admission offers eligible students direct admission to both college and university, with automatic course transfer between institutions for up to two years. This gives students a guaranteed degree path at the beginning of their education plus all the savings and convenience of starting out at college.

### HOW IT WORKS

Students who meet university entrance requirements may be eligible for dual admission to the University of Victoria, Vancouver Island University, Emily Carr University, or Royal Roads University through North Island College. Dual admission gives students the exclusive option of starting their university degree locally at North Island College, earning course credit for up to two years through NIC's University Studies program. To maintain eligibility, students are required to uphold university GPA requirements during their studies at the college. Once accepted, students also gain full access to course registration, advising services, recreation, and facilities at both institutions. When students are ready to register at university, they need only inform the college. At that time, NIC will automatically transfer all required transcripts and student records to the university. The university will then evaluate the student's coursework, award transfer credit, and send registration information directly to the student.

### TUITION & COSTS

Dual admission minimizes student costs with just one application fee for admission to institutions, zero transcript and transfer costs, as well as the advantage of paying NIC's lower tuition (\$2,530 approx per year) while attending college. University tuition applies for all courses taken at university.

### ELIGIBILITY

Students must meet general admission requirements for the university as well as their chosen degree program. Admission requirements are established by the university and updated on their program websites. Visit [www.nic.bc.ca/dualadmission](http://www.nic.bc.ca/dualadmission) to access links to each program.

## UNIVERSITY DEGREE OPTIONS

### University of Victoria

- Bachelor of Child and Youth Care
- Bachelor of Science – Computer Science
- Bachelor of Engineering
- Bachelor of Arts – History in Art
- Bachelor of Arts – Humanities
- Bachelor of Arts or Science – Social Sciences
- Bachelor of Science – Science

### Vancouver Island University

- Bachelor of Arts (17 majors and 27 minors)
- Bachelor of Science

### Royal Roads University

- Bachelor of Commerce – Entrepreneurial Management
- Bachelor of Arts – International Hotel Management
- Bachelor of Arts - Justice Studies
- Bachelor of Arts – Professional Communication
- Bachelor of Science – Environmental Management
- Bachelor of Science – Environmental Science

### Emily Carr University of Art + Design

- Bachelor of Fine Arts

## WHEN & HOW TO APPLY

With one application to North Island College, qualified students can gain admission to college and university at the same time. Complete admission requirements and forms are available at any campus Registration office as well as online: [www.nic.bc.ca/dualadmission](http://www.nic.bc.ca/dualadmission). Important application deadlines also vary by program. Speak to a student advisor as early as possible to avoid disappointment.

## QUESTIONS?

For more information, visit [www.nic.bc.ca/dualadmission](http://www.nic.bc.ca/dualadmission) or contact Kelly Shopland, dual admission advisor, at 250-334-5000, 1-800-715-0914, or by email at [kelly.shopland@nic.bc.ca](mailto:kelly.shopland@nic.bc.ca).

## WHAT IS UNIVERSITY TRANSFER?

Universities, colleges, and institutes across Canada and around the world give transfer credit for North Island College programs and courses. University transfer simply means that you are taking courses at North Island College (sending institution) with the goal of transferring those to courses for credit at another post-secondary institution (receiving institution). If you work closely with advisors at both NIC and your receiving institution, your transfer options are virtually limitless.

At North Island College, you can choose from a wide variety of university transfer and degree options: 1) University Studies program, with courses in over 20 subject areas, 2) one- or two-year transfer plans created with help from our advisors, 3) diplomas and associate degrees, 4) university dual admission, as well as 5) bachelor's degrees at NIC.

### 1. University Studies Program

*University level courses you can take for transfer or general interest.*

Through the University Studies program, North Island College offers a full range of first- and second-year courses for students who wish to explore their interests or start their degree close to home. Courses transfer in part or in full to other institutions and may be customized as a transfer plan and/or applied towards diplomas, associate degrees, or bachelor's degrees at NIC and beyond. You can choose from over 200 courses in 22 subject areas available on campus or by distance learning throughout the region (see page x for a list of university transfer courses).

### 2. Transfer Plans

*A customized list of university studies courses tailored to meet your goals, interests, or university of choice*

Students working towards a specific area of study or type of degree may choose to focus their studies with a transfer plan. Customized with help from our student advisors, transfer plans help you choose the best courses for transfer. At NIC, student advisors have helped develop transfer plans for studies in areas as diverse as pharmacy, medicine, biochemistry, dentistry, geography, English literature, fine arts, education, and engineering. To browse sample transfer plans in detail, visit [www.nic.bc.ca](http://www.nic.bc.ca) to view transfer plans. Here are just a few of the possibilities:

- Bachelor of Arts Transfer
- Bachelor of Science Transfer
- Bachelor of Education Transfer
- Bachelor of Commerce Transfer
- Kinesiology Transfer
- Dental Hygiene Transfer
- Medical Transfer
- Pharmacy Transfer
- And more

### 3. Associate Degrees & Diplomas

*Programs that provide 60 credits towards your degree.*

You can also continue your studies at NIC for a second year, and complete an associate's degree. This degree gives students a two-year block of credit at many colleges and universities, which means if you wish to continue to a bachelor's degree, you'll be able to transfer directly into third year at another institution. Many of our two-year diplomas also transfer in part or in full to programs at universities and institutions province-wide.

- Associate of Arts Degree, page 126
- Associate of Science Degree, page 128
- Business Administration Diploma, page 32
- Early Childhood Care & Education Diploma, page 67
- Fine Arts Diploma, page 50
- Human Services Diploma, page 84
- Social Services Diploma, page 85
- Tourism & Hospitality Management Diploma, page 93
- Adventure Tourism Management Diploma, page 91

### 4. University Dual Admission

*A guaranteed university degree path available exclusively through NIC.*

Students who meet university entrance requirements may be eligible for dual admission to the University of Victoria, Vancouver Island University, Emily Carr University, or Royal Roads University through North Island College. Dual admission offers students direct admission to both college and university, with automatic course transfer between institutions for up to two years. This gives students a guaranteed degree path at the start of their education plus all the savings and convenience of starting out at college. Each university offers its own unique dual admission opportunities, eligibility requirements, and benefits. For more information, see p 163.

### 5. Bachelor's Degrees at NIC

*Complete programs available at Comox Valley campus.*

Many students choose to stay at NIC, and work towards a degree in business, nursing, or fine arts. And it's not necessary to complete the coursework all at once—many students choose to work towards a degree by taking one or two courses a term over several years, so that they can study and fulfill work and family responsibilities at the same time.

- Bachelor of Arts Degree in Liberal Studies, page x
- Bachelor of Business Administration Degree, Accounting Major, page x
- Bachelor of Business Administration Degree, Marketing Major, page x
- Bachelor of Business Administration Degree, General Management Major, page x
- Bachelor of Fine Arts Degree, page x
- Bachelor of Science in Nursing Degree, page x

## TRANSFER POSSIBILITIES

Where can you transfer to? Virtually any post-secondary institution across Canada and around the world. If you work closely with advisors at both NIC and your destination institution, your options are virtually limitless. Thanks to special province-wide agreements, the easiest option is to transfer to other colleges, universities, or institutes in British Columbia. Although the most common transfer destinations include the UVic, UBC, and VIU, many NIC students have transferred to institutions across Canada and internationally.

### Sample Pathways from Here to There

Here are just a few of the many transfer pathways available to NIC students:

- Tourism & Hospitality Management diploma (NIC) to Bachelor of Commerce degree (UVic)
- Associate of Science degree (NIC) to Bachelor of Education (VIU)
- Dental Hygiene Transfer (NIC) to Dental Hygiene diploma (VIU)
- Pharmacy Transfer (NIC) to Bachelor of Science degree in Pharmacy (UBC)

Due to the frequency of changes in post-secondary transfer agreements, requirements for the examples above are subject to change. For current information, always have a student advisor check your transfer plan before registering in courses.

### Other Transfer Benefits

#### **Priority Registration at Vancouver Island University**

If you are planning to transfer to Vancouver Island University (VIU) after your first or second year, you may qualify to receive the same registration priority as VIU's continuing students. This will give you earlier registration and better course selection. Contact our student advisors to find out how.

#### **Bachelor of Education program at Vancouver Island University**

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 VIU's Education program. Contact a student advisor for details, as some specific courses are required.

## STEPS TO UNIVERSITY TRANSFER

Universities, colleges, and institutes across Canada and around the world give transfer credit for North Island College programs and courses. If you work closely with Advisors at both NIC and your destination institution, your transfer options are virtually limitless. The following steps will help you get started.

### STEP 1

#### **Understanding University Transfer**

University transfer means that you are taking courses at North Island College (sending institution) with the goal of transferring those to courses for credit at another post-secondary institution (receiving institution). At NIC, your university transfer options include University Studies courses in over 20 subject areas, a one- or two-year transfer plan created with help from our advisors, as well as two-year diplomas and associate degrees.

As a university transfer student, you'll need to understand the basics of how university transfer works as well as your responsibilities, which include researching and meeting transfer requirements, grade point average, and deadlines of your chosen university or institution. Fortunately, at NIC, you'll also have student advisors who are available and happy to help at any time if you need it.

You can start today by browsing online:

**Education Planner** - [www.educationplanner.com](http://www.educationplanner.com)

Search programs, fields of study, locations, costs, admission requirements, program 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 options from North Island College to anywhere else in the province. Find out how transfer credit works, which courses are equivalent, and more.

### STEP 2

#### **Meeting with a Student Advisor**

Not all NIC courses transfer directly to every university. You can save time and money by meeting with a student advisor to select courses that are best suited to your educational goals. They can also help you investigate the transferability of NIC certificate and diploma programs. To meet with a student advisor to discuss your educational goals, please contact your local NIC campus to make an in-person or telephone appointment.

### STEP 3

#### **Choosing Transferable Courses**

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.

### How to Search Courses:

- **Search NIC online.** You can browse transferable courses at [www.nic.bc.ca/programs/courses](http://www.nic.bc.ca/programs/courses) by checking the "search only transferable courses" checkbox. This search will provide a list of NIC courses that transfer in part or in full to AT LEAST ONE other BC post-secondary institution. Each course description will also provide a BC Transfers link, which will show you the course transferability to any destination university in BC.
- **Browse 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 specific universities throughout the province.
- **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.
- **All associate degrees transfer.** Anyone who has successfully completed an associate degree is guaranteed 60 credits at any university in BC even if the individual courses do not transfer directly to that particular institution.

### STEP 4

#### Meeting the Requirements

All post-secondary institutions have different admission requirements their programs. As a University Transfer student, it is important that you are aware of what is required by your receiving institution. Admission requirements can vary from a certain grade point average (GPA) requirement to volunteer experience. It is up to you to ensure you meet all of the entrance requirements for your program of choice.

### COMMON QUESTIONS

1. **I have no idea what I want to do with my life. Can I just take a few courses and decide later?**  
Absolutely! Deciding which career path to choose is a difficult decision, and students are often unaware of all the options available to them. Taking a selection of courses that interest you can be a great way to get started on your education. The courses you choose will never be a waste as they are a great learning opportunity and will most likely be transferable to your program of choice.
2. **How much less will I spend by taking my first year of studies at NIC?**  
Approximate budget per person for one academic year from September to April:

	NIC	Urban University
Tuition & Fees*	\$2,530	\$5,200
Books*	\$1,000	\$1,700
Housing **	\$0 (live at home)	\$6,000
Food	\$0 (live at home)	\$1,600
Transportation	\$280	\$520
Fees	\$50	\$300
Total Cost for One Year	\$5,410	\$16,620

\* Based on 10 courses

\*\* Based on a one-bedroom apartment, plus utilities

Students who complete the first two years of their degree at NIC can graduate with over \$20,000 less student debt, while earning the exact same degree.

3. **Do all NIC courses transfer to all universities and colleges?**  
Not all NIC courses transfer to all post secondary institutions. Some courses are program specific and only apply to students in that program. To ensure you are choosing the right courses for your program of study, please speak with a student advisor or consult the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).
4. **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.
5. **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 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).

**6. What is a transfer plan?**

University studies transfer plans are customized course lists created by our student advisors to help you choose the best courses for transfer to your program or university of choice. Our student advisors can develop a transfer plan with you from NIC to just about anywhere. Simply call, email, or visit a student advisor today.

**7. What is an associate degree?**

Associate of arts and associate of science degrees are offered by most colleges and regional universities. 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.

**8. 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 at NIC is a smart choice: 1) It's easiest to transfer. Thanks to a special agreement between BC universities and colleges, associate degree graduates receive 60 credits towards their university degree. 2) 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. 3) 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.

**9. What is a Bachelor's degree?**

Bachelor's degrees are offered by universities 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 to five years.

**10. 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.

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

It's up to you. 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.

**12. 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).

**READY TO GET STARTED?**

Call 1-800-715-0914, visit a student advisor, or e-mail [nic4me@nic.bc.ca](mailto:nic4me@nic.bc.ca).

# ADULT BASIC EDUCATION

**Credential:** N/A

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Continuous entry

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

Adult Basic Education (ABE) offers a wide range of high school equivalent and upgrading courses to help students reach their educational, personal, and career goals. Courses, which range from math and English to history and biology, are part of a province-wide framework developed to help adult students progressively upgrade their skills.

## WHY CHOOSE NORTH ISLAND COLLEGE?

- **Tuition is free!** The cost for college courses is free for all upgrading courses. You only pay for fees and books. Fees range from \$5 to \$50 depending on the course.
- **Start anytime.** Many upgrading courses have start dates in September, January, and May. There are also many flexible and online courses, which make it possible for you to study at your own pace or schedule classes around jobs and child care.
- **Start at your own level.** Skills assessments make choosing courses easy, ensuring that you are placed in the right class level for success.

## PROGRAM HIGHLIGHTS

Whether your goal is to complete your Grade 12 for a better job, to enter a career program, or to start your degree, upgrading is often the first step for NIC students. These tuition-free courses help students meet the entry requirements for programs as well as for college and university level courses. Available course subjects include English, biology, chemistry, computers, geography, history, mathematics, and physics. All upgrading courses are transferable, so programs started at NIC may be completed at another college/institution or vice versa.

### How to Start Upgrading

Students interested in upgrading should start by speaking with a Student Advisor in person or by telephone. Student Advisors will discuss your goals and determine if upgrading is needed. For example, many students are surprised to find out that, depending on the program, they need math and not English.

Before receiving course recommendations or a program plan, students will be asked to submit any transcripts they may have or complete a skills assessment. If a skills assessment is required, students will attend a "Prep" appointment to learn how to prepare for their skills assessment and book a convenient time to write the assessment. Assessment services are available at campuses/centres.

Once the assessment is complete, our Student Advisors schedule a feedback meeting in person or by telephone to recommend courses for you or a program plan.

### Course Timetables / Study Options

Students will find a wide variety of courses available at all NIC locations. Student Advisors will provide a current timetable of courses specific for your campus or centre, including scheduled, self-paced, in-class, online, and distance options.

## ADMISSION REQUIREMENTS

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

## COURSES

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

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

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

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

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

### English

- ENG 013 Fundamental English Level 1
- ENG 014 Fundamental English Level 2
- ENG 015 Fundamental English Level 3
- ENG 025 Fundamental English Level 4
- ENG 026 Fundamental English Level 5
- ENG 027 Fundamental English Level 6
- ENG 032 Intermediate Writing Skills
- ENG 033 Intermediate Sentence & Grammar Skills
- ENG 034 Intermediate Reading Skills
- ENG 039 Spelling

*Continued*

- ENG 052 Advanced English
- ENG 060 Introduction to Literature
- ENG 062 Provincial Technical English
- ENG 098 Essay Writing and Critical Reading

**Mathematics**

- MAT 023 Fundamental Mathematics Level I
- MAT 024 Fundamental Mathematics Level 2
- MAT 025 Fundamental Mathematics Level 3
- MAT 033 Intermediate Mathematics I
- MAT 034 Intermediate Mathematics II
- MAT 046 Advanced Level – Developmental Mathematics II or
- MAT 053 Advanced Mathematics or
- MAT 054 Advanced Business and Technical Mathematics
- MAT 060 Provincial ABE Mathematics

**Sciences**

- BIO 051 College Preparatory Biology I
- BIO 060 Introducing Biology (College Preparatory Biology II)
- CHE 051 College Preparatory Chemistry I
- CHE 060 College Preparatory Chemistry II
- PHY 050 College Preparatory Physics I
- PHY 060 College Preparatory Physics II

**Other Subjects**

- CEP 031 Online Career & Education Preparation & Planning
- CPS 025 Fundamental Computer Literacy
- GEO 060 Physical & Human Geography
- HIS 060 Twentieth Century History
- STS 093 Critical Reading and Study Methods
- FNS 060 First Nations Student Skills 1
- FNS 061 First Nations Student Skills 2
- FNS 065 BC First Nations Studies

# BC ADULT GRADUATION DIPLOMA

**Credential:** Diploma

**Program Length:** Flexible

**Tuition Category:** Category 1

**Location(s):** College Wide

**Start Date:** Year round for most courses

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

Complete your high school graduation diploma while attending college. North Island College offers a wide range of courses leading towards your BC Adult Graduation diploma. Study part-time or full-time in small classes or by distance at your own pace. Whatever your learning needs, NIC has an adult graduation option for you.

## PROGRAM HIGHLIGHTS

North Island College offers the opportunity for students to meet Grade 12 equivalency graduation with an extensive variety of course options and instructional methods including regularly scheduled classes, self-paced, distance and on-line learning.

## ADMISSION REQUIREMENTS

To be eligible for the BC 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. Graduates must be 19 years or older at the time of completion.

## PROGRAM REQUIREMENTS

Five 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. Plus, three courses at the provincial level or higher-level course selected from:
  - BIO 060 Introducing Biology (College Preparatory Biology II)
  - CHE 060 College Preparatory Chemistry II
  - ENG 060\* Introduction to Literature
  - ENG 098\* Essay Writing and Critical Reading
  - GEO 060 Physical & Human Geography
  - HIS 060 Twentieth Century History
  - MAT 060 Provincial ABE Mathematics
  - MAT 066/067 College Algebra IIA & IIB
  - PHY 060 College Preparatory Physics II
  - Any Business Administration (BUS) course
  - Any Computer Science (CPS) course
  - Any Fine Arts (FIN) course
  - Any University Studies course
  - Any Trades or other program courses where there is a written agreement with the school or if the courses are listed in the college calendar and can be used towards a credential for a certificate, diploma or degree. (The courses must be 100-120 hrs or bundled to be equal to this time, or 3 credits).

\*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.

## COMPLETION REQUIREMENTS

To receive the BC Adult Graduation diploma, students must:

- Be granted credit for at least 3 courses as an adult at NIC, through the secondary school system, or through prior learning assessment (PLA).
- Have completed at least one course through NIC
- Complete all required and elective requirements listed under BC Adult Graduation diploma program overview.
- 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 Adult Basic Education program.

## ENGLISH LANGUAGE PROGRAM (FORMERLY ESL)

**Credential:** N/A

**Tuition Category:** Category 1

**Location(s):** Campbell River, Comox Valley, Campbell River offers ELSA only

**Start Date:** Year-round

**Contact(s):** Student Services, 1-800-715-0914  
questions@nic.bc.ca

North Island College offers a wide variety of English Language (ESL) courses, from beginner to university and college preparation, to support our diverse, multi-cultural communities and to help students prepare for the workplace or university and college programs. A full English Language program, offered in the Comox Valley, welcomes a growing number of international students each year.

### PROGRAM HIGHLIGHTS

#### Beginners Program - English Language Services for Adults (ELSA)

The ELSA program offers beginner-level English instruction for landed immigrants and refugees or those applying to become landed immigrants. This program is designed to give students the English language and life skills necessary for them to function in Canadian society. The Ministry of Regional Economic and Skills Development and Welcome BC Branch sponsor this program. Availability is subject to funding.

#### Course Levels

Depending on a student's proficiency in English, NIC offers intermediate, advanced, and university/college preparatory level courses to prepare students for their educational and employment goals.

**Beginner** – Courses at the beginner level are designed to provide students with basic vocabulary as well as listening reading and writing skills.

**Intermediate** - 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.

**Advanced** - 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.

**University and College Preparatory** - Courses at the university and college prep level are designed to prepare students for university/college 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.

### ADMISSION REQUIREMENTS

Students are assessed by an English Language program faculty member to determine the most appropriate courses for registration and success. Once they have successfully completed the course(s) at that level, they are eligible to move ahead based on the pre-requisites required for Intermediate ESL courses. Browse available course subjects under ESL – English As A Second Language, and call or visit a Student Advisor to discuss your goals.

### COURSES

#### Intermediate Level Courses

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

#### Advanced Level Courses

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

#### Electives - Intermediate & Advanced

- ESL 040 Pronunciation
- ESL 041 Canadian Studies

#### College Preparatory Level Courses

- ESL 089 University and College Preparatory Reading
- ESL 090 University and College Preparatory Writing (equivalent to ENG 098 Provincial English)
- ESL 094 Speaking & Pronunciation for University and College

# ABORIGINAL EDUCATION

**Credential:** N/A

**Tuition Category:** Category 1

**Location(s):** Comox Valley, Port Alberni

**Start Date:** September to May

**Contact(s):** Call toll-free 1-800-715-0914 and ask to speak with an Aboriginal Education Advisor or call the campus in your area.

The region served by North Island College falls within the traditional territories of the Kwakwaka'wakw, Nuuchah-nulth and Coast Salish people. The student population comes from various parts of Vancouver Island and from across the country. Welcome everyone!

## WHY CHOOSE NORTH ISLAND COLLEGE?

North Island College is committed to increasing the participation and success rates of Aboriginal people in post-secondary education and training. Our Aboriginal education department works as a team, in consultation with three Aboriginal advisory committees and numerous Aboriginal agencies. If you have any questions regarding our programs for Aboriginal people, please contact an Aboriginal Education Advisor at your nearest NIC campus. We are always pleased to provide information and direction to prospective students.

## PROGRAM HIGHLIGHTS

### First Nations Transition Program

This program, offered in Port Alberni, is designed to assist Aboriginal students in making a successful transition to college. The design is based on recommendations identified by the West Coast Advisory committee. The 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. Please call 250-724-8750 or email [wilma.keithah@nic.bc.ca](mailto:wilma.keithah@nic.bc.ca) for more information.

### Education Assistant/Community Support - Indigenous Focus Certificate

The Education Assistant/Community Support - Indigenous Focus program is offered annually on the Port Alberni campus in both a full-time and part-time format. It provides the same foundation of knowledge as the Education Assistant certificate but also gives graduates the skills and training required to positively impact cultural and curricular content in the classroom. This program is available to both Indigenous and non-Indigenous students and can be adapted to suit community needs.

### Aboriginal Administrative Skills Certificate

Designed for community delivery, the Aboriginal Administrative Skills certificate provides practical, job related skills and competencies for work within Aboriginal organizations. Developed within the Applied Business Technology program, this specialized certificate 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. This program is currently offered only as a custom training service upon request and sufficient enrollment for local organizations, businesses, or First Nations. Contact Training Services for details.

### Associate of Arts Degree - First Nations

This two-year academic degree program provides a First Nations focus and will transfer to any BC university as a two-year block of credit towards a four-year bachelor's degree. For more information, see the Associate of Arts degree.

## ABORIGINAL COURSES

Courses specifically designed for First Nations students or that include First Nations content are:

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

## 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

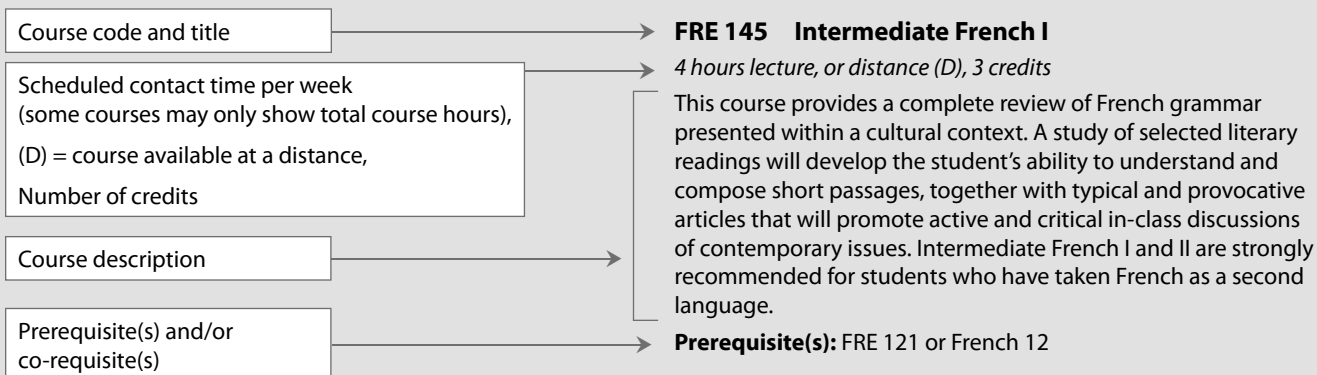
Prerequisites and corequisites are stated at the end of each course description. The College endeavours to place students in courses where they can succeed. To assist this, the College reserves the right to change prerequisites of specific courses, although a year's notice of an increase will normally 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

For the most up to date information on course transferability, please visit the BC Transfer Guide online: [www.bctransferguide.ca](http://www.bctransferguide.ca). Because transfer agreements between BC post-secondary institutions change frequently, this comprehensive online guide is your most reliable transfer resource and will help you to plan your path. If you have taken courses at another institution and wish to apply for transfer credit toward North Island College programs and courses, you must complete and submit the Application for Transfer Credit form, which is available at Student Services and online: [www.nic.bc.ca/forms](http://www.nic.bc.ca/forms).

### HOW TO READ A COURSE DESCRIPTION



**ABT-020 Online Learner Success**

Online, .5 credit

This course is designed to introduce the learner to the skills necessary to be successful in the online learning environment. Students are encouraged to 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**

Online, 1.5 credits

This introductory course is designed to promote effective keyboarding skills. Students learn to operate alphabetic, numeric and symbol keys by touch. Through skill building activities, students build keyboarding speed and accuracy.

**Prerequisite(s):** ABT 020

**ABT-101 Introduction to Computers & the Internet**

Online, 1.5 credits

This course is designed to give the learner a basic introduction to computers, the Internet, and an operating system. Students will learn essential terms and concepts, file and disk management for Windows, and the Web browser.

**Prerequisite(s):** ABT 020

**ABT-102 Keyboarding II**

Online, 1 credit

This course is designed to help students improve their keyboarding speed. The software program used for this course analyzes students' keyboarding techniques and prescribes practice that helps them to key faster.

**Prerequisite(s):** ABT 100

**ABT-109 Human Relations for Career Success**

Online, 1 credit

This course concentrates on personal and professional skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

**Prerequisite(s):** ABT 020, ABT-116, ABT-148 and English prerequisite for Applied Business Technology Program

**ABT-110 Records Management**

Online, 1 credit

In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

**Prerequisite(s):** ABT 020, ABT 100, ABT 148, and English prerequisite for Applied Business Technology Program

**ABT-111 Administrative Procedures**

Online, 1.5 credits

This course enables students to develop essential organizational skills and efficient office practices for today's dynamic offices. Topics include time management, safety and ergonomics, information resources, mail services, travel arrangements, meeting coordination, office technologies, telephone practices, appointment scheduling, and banking procedures.

**Prerequisite(s):** ABT 020, ABT 100, ABT 116, ABT 148, and English prerequisite for Applied Business Technology Program

**ABT-116 Word Processing Level I**

Online, 1.5 credits

Word Processing Level I is designed to teach students the basic functions of a word processing program as well as how to properly format business documents such as letters and memoranda.

**Prerequisite(s):** ABT 020, ABT 100, ABT 101, and English prerequisite for Applied Business Technology Program

**ABT-117 Word Processing Level II**

Online, 1.5 credits

This course is a continuation of ABT 116 and provides additional instruction in letter styles, tables, charts, and reports. It also covers advanced word processing features such as merge, macros, outlines, graphics, and styles.

**Prerequisite(s):** ABT 020, ABT 100, ABT 101, ABT 116, and English prerequisite for Applied Business Technology Program

**ABT-120 Job Search**

Online, 1 credit

This course is designed to help students develop effective job search skills for today's competitive and changing job market. Topics include self-assessment, employability skills, networking, resumes, cover letters, applications, interviews, portfolios, and using the Internet for job search and career planning.

**Prerequisite(s):** ABT 148

**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, 1.5 credits*

This course introduces you to the Microsoft Access data management system. It will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases, and will use various commands and features to create tables, queries, forms and reports. You will enter data, work with calculations, extract information, generate, and print reports.

**Prerequisite(s):** ABT 020 and ABT 101 or equivalent.

**ABT-145 Electronic Spreadsheets***Online, 1.5 credits*

This course is designed to introduce students to many of the features available in Microsoft Excel, together with some of the numerous uses to which a spreadsheet can be put in the workplace.

**Prerequisite(s):** ABT 101 ABT 147

**ABT-146 Advanced Electronic Spreadsheets***Online, 1.5 credits*

This course provides an advanced knowledge of electronic spreadsheets using Microsoft Excel. Students will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced formulas and functions to perform calculations, filter and format data, linking to Excel data for Mail merge, and developing a custom Excel application.

**Prerequisite(s):** ABT 020, ABT 101, ABT 145, and English and Math prerequisites for Applied Business Technology Program

**ABT-147 Business Calculators & Mathematics***Online, 1.5 credits*

This course teaches computational skills using the electronic calculator. Students will learn the touch method, common features of the calculator, and solve basic business mathematics problems using the most efficient and accurate techniques possible.

**Prerequisite(s):** ABT 020, and English and Math prerequisites for Applied Business Technology Program

**ABT-148 Business English***Online, 3 credits*

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style as well as business spelling and vocabulary development.

**Prerequisite(s):** ABT 020, and English prerequisite for Applied Business Technology Program ABT 100 is a corequisite and can be taken concurrently with ABT 148

**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***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***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 Integrated Project - Administrative***Online, 1.5 credits*

The simulation assists learners in extending their word processing, spreadsheet, database, desktop publishing and presentation software knowledge by completing a variety of practical, integrated projects. Learners will also develop decision-making, prioritizing, and other administrative skills.

**Prerequisite(s):** Successful completion of ABT 148, ABT 149, ABT 111, ABT 117, ABT 126, ABT 135, ABT 151 and ABT 102.

**ABT-161 Accounting I***Online, 2 credits*

This course provides an introduction to manual accounting. Emphasis is placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship.

**Prerequisite(s):** ABT 020, ABT 147, and English and Math prerequisites for Applied Business Technology Program, or instructor permission

**ABT-162 Accounting II***Online, 3 credits*

This course is a continuation of Accounting I and is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts are presented in the context of a merchandising business.

**Prerequisite(s):** B- in ABT 147 & ABT 161, ABT 020, and Math and English prerequisite for Applied Business Technology Program

**ABT-165 Computerized Accounting***Online, 2.5 credits*

This course complements the manual accounting course. Using Simply Accounting software for Windows, Computerized Accounting provides the student with hands-on practice at converting a manual accounting system to a computerized one. The course covers recording transactions in the General Ledger, Accounts Payable, Accounts Receivable, financial statements, payroll, project costing, inventory, reporting and graphing, and account reconciliation.

**Prerequisite(s):** ABT 101, ABT 162 Minimum grade C

**ABT-170 Introduction to the Canadian Legal-System***Online, 1 credit*

This course provides the student with a general understanding and a working knowledge of the Canadian legal system. Course topics include an introduction to the Constitution and The Charter of Rights and Freedoms, federal and provincial jurisdiction, an overview of the Canadian court structure, an introduction to tort law, contract law, and legal ethics.

**Prerequisite(s):** English prerequisites for Applied Business Technology Program, ABT 101, ABT 102, ABT 116, ABT 117, ABT 144, or equivalents

**ABT-171 Legal Office Procedures***Online, 1.5 credits*

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Course topics include legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, and citations and references to Acts.

**Prerequisite(s):** English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 102, 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 102, 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 102, ABT 117, ABT 148, ABT 147, or equivalents. ABT 170, ABT 171 and 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 101, ABT 102, ABT 117, ABT 148, ABT 147 or equivalents. ABT 170, ABT 171, and 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 101, ABT 102, ABT 148, 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 101, ABT 102, ABT 148, 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 101, ABT 102, ABT 148, ABT 117, ABT 170, ABT 171, or equivalents.

**ABT-178 Corporate Procedures II***Online, 1 credit*

This course is a continuation of ABT 177. It covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Cooperatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an Internet access to government services and information about BC companies).

**Prerequisite(s):** English prerequisite for ABT Program, ABT 020, ABT 101, ABT 102, ABT 148, ABT 117, ABT 170, ABT 171, ABT 177, or equivalents.

**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 101, ABT 102, ABT 148, ABT 117, ABT 170, ABT 171, or equivalents.

**ABT-182 Medical Terminology I***Online, 1 credit*

CD-Video instruction and a programmed text are used in this course to introduce students to medical terminology. The course enables the student to develop skills in the correct use, spelling and pronunciation of medical terms and abbreviations. It focuses on the construction of medical terms from their Greek and Latin prefixes, suffixes, word roots, and combining forms.

**Prerequisite(s):** English prerequisite for Office Assistant 1 Certificate or instructor permission. And Pre-Requisite of ABT 020

**ABT-183 Medical Terminology II***Online, 3 credits*

This course takes a systems approach to understanding and using medical terminology. CD-Video instruction and supporting printed materials provide the student with the opportunity to develop skills in the correct spelling and use of medical terms applicable to administrative and office environments.

**Prerequisite(s):** ABT 182 and English prerequisite for Applied Business Technology Program

**ABT-184 Medical Transcription***Online, 2 credits*

Medical Transcription is an introductory course which will familiarize students with transcribing from oral dictation, medical documents with accurate content applying correct formats, grammar and punctuation. The main objective is to provide the students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

**Prerequisite(s):** English prerequisite for Applied Business Technology Program Successful completion of Office Assistant 1 Certificate ABT 182 ABT 183

**ABT-185 Medical Administrative Procedures***Online, 2 credits*

This 12-week course is designed to introduce the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, records management procedures, financial records, privacy and confidentiality issues, and medical ethics.

**Prerequisite(s):** English prerequisite for Applied Business Technology Program

**ABT-186 Medical Terminology III - Pharmacology-And Specialties***Online, 1 credit*

Medical Terminology III is a complete study of the construction of medical terms including root words, suffixes and prefixes relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

**Prerequisite(s):** Successful completion of Office Assistant I Certificate, ABT 182, ABT 183

**ABT-187 Medical Billing Procedures - Manual***Online, 1 credit*

Medical Billing Procedures - Manual course will provide students with the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers.

**Prerequisite(s):** Successful completion of Office Assistant I Certificate, ABT 182, ABT 183

**ABT-188 Medical Billing Procedures --Computerized***Online, 1 credit*

Medical Billing - Computerized course will provide students with the use of specialized computer software for the billing of medical serves to MSP, ICBC, WCB as well as other private insurers.

**Prerequisite(s):** Successful completion of Office Assistant I Certificate, ABT 187

**ABT-189 Clinical Procedures and Practice***Online, 2 credits*

Clinical Procedures and Practice is designed to enable the Medical Office Assistant to perform basic clinical procedures including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities.

**Prerequisite(s):** English pre-requisite for the Applied Business Technology program, and ABT 020

**ABT-200 Organizational Management***Online; 3 credits*

This course is an introduction to organizational management. Topics covered include administrative office management, principles and functions of management, planning and decision making, organizational behaviour, and health and safety in the workplace.

**Prerequisite(s):** Admission to the Office Management Program

**ABT-210 Written Business Communications and-Presentations***Online; 3 credits*

This online course is designed to introduce students to the theory and practical skills of writing effective and concise business letters, memoranda, and reports in today's workplace. Students also learn how to prepare and deliver a variety of creative and powerful presentations.

**Prerequisite(s):** Admission to the Office Management Program

**ABT-220 Leadership & Supervision***Online; 3 credits*

This course is designed to assist students to develop leadership and supervisory skills. Topics include the transition from employee to supervisor, supervisory competencies, managing and leading work teams, planning and leading meetings, leadership styles and skills, motivating employees, and leading change.

**Prerequisite(s):** Admission to the Office Management Program

**ABT-230 Human Resource Management***Online; 3 credits*

This online course covers the role of supervisors and human resource managers in staffing, time management, and stress management. Students are introduced to human resource management and a variety of related topics: human rights legislation, equal employment opportunity, planning, recruitment, selection, training and performance appraisals. Students also learn how to improve time and stress management skills when working in business and personal situations.

**Prerequisite(s):** Admission to the Office Management Program

**ABT-240 Interpersonal Relations***Online; 3 credits*

This online course is designed to introduce students to the importance of interpersonal communication in managing working relationships. Basic concepts are introduced to enhance the understanding of becoming more effective communicators and leaders. Students also learn how to discover constructive solutions to differences of opinion and disputes with others.

**Prerequisite(s):** Admission to the Office Management Program

**ABT-250 Office Systems and Computer Essentials***Online, 3 credits*

This online course is an introduction to Office Systems and Computer Essentials. Topics include designing office systems, using the Internet as a business tool, social and ethical issues involving computers, computer privacy and security, managing file storage and secondary storage, evaluating computer systems for your office, maintaining effective records management and effective reprographics service.

**Prerequisite(s):** Admission to the Office Management Program

**AED-010 Intro to Career Exploration & Assessment***2 hours lecture/one-on-one liaison with student and support staff; 72 hours*

Students will be introduced to various career options and will learn about their interests and barriers to employment. They will also learn about current labour market trends and the potential for employment in their local community.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AED-014 Intro to Job Search, Interviewing & Workplace Expectations***2 hours lecture; 72 hours*

Students will visit potential employers, conduct interviews and practice skills necessary to interview for a job. Students will learn about work place rights and responsibilities, as well as appropriate work interactions and roles.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AED-017 Work Experience***40 hours (maximum), practicum*

This course provides students with the opportunity for specific skill development, career exploration/decision making and the opportunity to generalize class content to the workplace.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AED-024 Work Search and Interview Skills**

108 hours 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):** Admission interview with ASD instructor

**AED-025 Workplace Expectations**

2 hours lecture; up to a maximum of 144 hours

Students will learn about the meaning of work, identify reasons for work and learn and practice work place rights and responsibilities, as well as interactions and roles.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-026 Health Promotion**

108 hours lecture/one-on-one liaison with student and support staff

Students will learn and practice skills necessary for healthy living. They will establish goals for themselves and work on a health promotion plan.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-027 Workplace Safety**

108 hours seminar, continuous entry/exit

Students will learn and practice skills necessary for safe involvement in the workplace.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-028 Relaxation and Stress Management**

108 hours lecture, continuous entry/exit

Students will learn to identify causes and reactions to stress as well as to practice stress management techniques to reduce the effects of stress.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-029 Working Relationships**

108 hours lecture, continuous entry/exit

Students will learn and practice skills necessary to build healthy safe relationships in work, social and community environments.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-030 Basic Computer Skills**

2 hours lecture/one-on-one liaison with student and support staff;72 hours

This course is designed to address both computer skills and writing skills. It will provide the student with some basic familiarity with the components of a computer system and how to use it. The course will also teach basic word processing and facilitate improved writing skills.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AED-033 Emergency Preparation**

2.5 hours lecture

Learn about basic first aid and how to prepare for unexpected situations such as an earthquake, extreme weather and violence in the workplace.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-034 Interpersonal Skills**

3 hours lecture

Students will be introduced to interpersonal skills necessary to function effectively on the job, in the community and in their personal life. students will explore communication skills such as active listening, expressing feelings, giving and receiving feedback non-defensively, conflict management and assertiveness.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-035 Self Employment Skills***108 hours*

Students will plan and participate in small profit generating activities.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-036 Intermediate Computer Skills***3 hours lecture*

The Intermediate Computer Skills course will provide students with existing basic computer skills the opportunity to continue computer skill development in advanced computer use e.g. utilizing the internet, communicating with e-mail, etc. Students enrolled in this course should be prepared to work independently and cooperatively on team projects.

**Prerequisite(s):** Admission interview with ASD instructor

**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 proves through ongoing self assessment. The course instructor integrates the individual learning goals /information with informal and formal assessments.

**Prerequisite(s):** Admission interview with ASD instructor

**AED-039 Latch on Literacy: Self And Community***5 hours lecture, 3 hours lab, 256 hours*

The elements of this program are speaking and listening, viewing, reading, writing, the use of technology, sequencing and creativity. These literacy skills will be presented in key themes across two broad topics. The Fall semester will focus on Starting a Journey of Self Discovery, and the second semester will focus on Beyond Self and Into the Community.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AED-049 Latch on Literacy: The World Beyond***5 hours lecture, 3 hours lab, 256 hours*

The elements of this program are speaking and listening, viewing, reading, writing, the use of technology, sequencing and creativity. These literacy skills will be presented in key themes across two broad topics. The Fall semester will focus on Reaching out into the World, and the winter semester will focus on Taking on the World.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AED-060 Contemporary Issues***3 hours lecture; 108 hours*

General topics and workshops are presented on employment skills, personal development, daily living, and community access. Specific topics are determined in consultation with students and support agency personnel and may include assertiveness skills, anger management, information sessions with support agencies, goal setting, budgeting/money management, employer contact skills, public speaking, drug and alcohol awareness, medical and augmentative medical issues, etc.

**Prerequisite(s):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**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):** Admission interview with ASD instructor

**AET-020 Academy of Emergency Training  
Medical-Responder - EMR***35 hours*

The EMR course will prepare individuals for employment in a variety of pre-hospital and first responder settings. This course has been designed by the Academy of Emergency Training to meet or exceed the National Occupational Competency Profiles Association of Canada and meets the Paramedic Association of Canada guidelines. The certification is valid for three years.

**Prerequisite(s):** Minimum of 16 years of age and students between the age of 16 - 18 years must have a parent sign the waiver form. Must hold a current OFA 3 or higher.

**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 on 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to the Automotive Service Technician Program

**AMV-107 Suspension Systems***90 hours*

This module introduces suspension systems and their servicing.

**Prerequisite(s):** Admission to 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):** Admission to 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):** Admission to 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-107 Veterinary Hospital***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 Aid 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 Aid Program

**ANH-110 Work Experience for Animal Care Aide**

*20 hours, 20 hours of work experience in the related field of animal health care.*

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 Aid 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*

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 060, ENG 098 or Provincial English 12, or placement testing.

**ANT-151 Physical Anthropology & Archaeology***3 hours lecture/tutorial, or distance (D), 3 credits*

This course is an introduction to the sub-fields of anthropology: physical anthropology and archaeology. Through readings and audio-visual material, the origins and development of humans and their cultures are explored, including the development of the civilizations of the Old and New World.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing.

**ANT-250 Ethnology of North America***3 hours lecture/tutorial, 3 credits*

An examination of traditional and post-contact aboriginal societies using a culture area approach. This background will lead to consideration of the status of Aboriginal People in contemporary Canadian Society.

**Prerequisite(s):** ANT 150

**ANT-251 Principles of Archaeology***3 hours lecture/tutorial, 3 credits*

This course surveys the methods and theoretical conceptions which archaeologists use to interpret world prehistory using selected sites from throughout the world. Weather permitting, location and excavation of a contemporary site may be attempted.

**Prerequisite(s):** ANT 150

**ANT-252 Northwest Coast Prehistory***3 hours lecture, 3 credits*

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*

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*

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*

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*

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 is only offered 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***26 hours*

This course provides an introduction to the Aircraft Structures Program, to Transport Canada expectations of performance, and to acceptable and safe workplace practices. Topics include acceptable shop practices, WHMIS training, and First Aid training.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-101 Regulation, Documentation & Technical-Information***22 hours*

This provides an introduction to the terminology used in Aircraft Structures Repair (sheet metal) and to the Regulations, Documentation and Technical information used in the control of structural repair of aircraft.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-102 Structural Materials & Heat Treatment***32 hours*

This course provides an introduction to the technology of materials. Content includes the chemical and physical nature of matter, the types of materials used in aircraft structures and their identification, and how to evaluate their condition. Also included is an introduction to treatments of metals including heat treatment, annealing and hardening.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-103 Tools & Equipment***291 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 the Aircraft Structures Technician Program

**ASM-104 Sheet Metal Fabrication***68 hours*

During this course students will manufacture aircraft components in sheet metal to specifications, while following industry standard procedures and processes.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-105 Standard & Special Fastener-Identification & Installation***66.5 hours*

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course students will learn about the types of fasteners used in aircraft construction, to prepare materials for the installation of a range of fasteners, and to correctly install fasteners.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-106 Sheet Metal Repairs & Damage Assessment***107 hours*

Much of the work of an Aircraft Structures Technician involves assessing damage to structures and undertaking correct repairs. During this course students will learn a variety of techniques and procedures used to assess damage and then to undertake repairs to acceptable standards as guided by industry accepted techniques and procedures.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-107 Surface Preparation & Corrosion Control***12 hours*

During this course students will learn about the types of corrosion on metals, how to assess corrosion, methods for its removal, and how to prevent the corrosion of aircraft structures.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-108 Fluid Lines & Conduits***14 hours*

During this course students will learn the basic principles of hydraulic systems, how to form tubing, how to install tubing and components, how to flush fluid systems and how to pressure test systems.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-109 Aircraft Systems, Structures & Designs***223.5 hours*

In order to conduct repairs the technician should be familiar with aircraft structures, designs and on-board systems. This course provides a comprehensive overview of aircraft from the theory of flight, through the forces acting on aircraft and consequently fundamental design considerations and types of aircraft construction, to aircraft propulsion and operating systems.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-110 Composite Repairs & Fabrication***78 hours*

Composite materials are used extensively in modern aircraft. During this course you will learn to safely manufacture and repair composite structures and components. Activities include the construction of moulds and completing repairs using a variety of composite materials.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-111 Tubular Repairs (Welding Excluded)***51 hours*

During this course you will learn to undertake repairs in tubular structures. Operations include the assessment, removal and repair or replacement of damaged tubing. Operations include the forming, fitting, splicing and alignment of tubing, and preparing tubular structures for welding.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-112 Wood Structure & Repair***55 hours*

Wood remains an integral part of many aircraft. During this course you will learn to inspect and repair wooden structures. Content includes the properties and strength characteristics of wood, assessment of defects and their influence on strength, decay, joining wood, and the manufacturing of wooden structures.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-113 Fabric Repairs***60 hours*

During this course you will learn to use fabric coverings and to conduct repairs in the same. Topics include the testing of fabric coverings, installation of fabrics, patch and panel repairs, shrinking, reinforcing, and the installation of grommets and inspection rings.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-114 Thermoplastics***30 hours*

During this course you will learn about the thermoplastic materials used in aircraft, and how to identify, select, store, handle, form and repair these materials.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**ASM-115 Human Factors***4 hours lecture, 12 hours shop*

ASM 115 will provide students with training on the topic of Human factors in aviation maintenance as required by Transport Canada.

**Prerequisite(s):** Admission to the Aircraft Structures Technician Program

**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 English 10 or ENG 034 or placement testing. Science 10 is strongly recommended

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

**BIO-102 Principles of Modern Biology I**

*3 hours lecture + 3 hours lab, 3 credits*

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*

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 (Inhabiting the-Human Body)**

*3 hours lecture + 3 hours lab, 3 credits*

This course is 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, cell division and genetics. The last part of the course will focus on human anatomy and physiology. Throughout the course the connection between the topics covered and human health will be emphasized.

**Prerequisite(s):** Provincial English 12 or one of ENG 060, ENG 098, ESL 090, or placement testing

**BIO-111 Concepts in Biology II (Inhabiting the-Earth)**

*3 hours lecture + 3 hours lab, 3 credits*

This course is designed for non-science students who require a science elective, or science students without the necessary prerequisites for Biology 102 and 103. Topics include a brief review of cell division and genetics to provide a grounding for the discussion of evolution. The course will also provide an introduction to the diversity of life with investigations into the evolution of plant and animal structure and function. Finally, basic concepts in ecology will be introduced to provide a grounding for the discussion of current environmental issues.

**Prerequisite(s):** Provincial English 12 or one of ENG 060, ENG 098, ESL 090, or placement testing

**BIO-160 Human Anatomy & Physiology I**

*3 hours lecture + 3 hours lab, 3 credits*

This course is the first half of a comprehensive survey of human structure and functions. Topics include: biochemistry, cell biology, genetics, and the anatomy and physiology of the integumentary musculoskeletal, nervous and endocrine systems. An extensive laboratory component is included.

**Prerequisite(s):** C+ in Biology 12 or BIO 060 and C+ in Chemistry 11 or CHE 051. 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*

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*

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):** Provincial English 12 or one of ENG 060, ENG 098, ESL 090, or placement testing

**BIO-171 Applied Ethnobotany***3 hour lecture, 3 credits*

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***3 hours lecture + 3 hours lab, 3 credits*

A study of the ultrastructure and function of cell organelles and membranes, DNA and chromosomes, cellular movements and cellular reproduction.

**Prerequisite(s):** BIO 102, BIO 103 and CHE 111**BIO-201 Cell Biology II: Introduction to-Biochemistry***3 hours lecture + 1.5 hours tutorial, 3 credits (may be offered in alternate years)*

This course provides an introduction to structural and functional aspects of cell chemistry. Topics include biological molecules and their relationships, protein structure, enzyme action, energy transfer, metabolic processes and control mechanisms.

**Prerequisite(s):** BIO 102 and BIO 103. Corequisite: CHE 201**BIO-202 Principles of Genetics***3 hours lecture + 1.5 hours tutorial, 3 credits (may be offered in alternate years)*

A study of the principles and mechanisms of inheritance, including an analysis of transmission genetics, the nature and function of the genetic material, molecular genetics and population genetics.

**Prerequisite(s):** BIO 102, BIO 103, CHE 110, CHE 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 (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 and 103 or BIO 110 and 111**BIO-215 Introductory Microbiology***3 hours lecture, 3 hours lab, 3 credits*

This is an introduction to the field of microbiology. Topics covered include: prokaryotic and eukaryotic cell structure and function; microbial growth and nutrition; microbial metabolism; prokaryotic genetics; microbial diversity and ecology; control of microbial growth. Specific skills learned in the laboratory series include: sterile technique, staining techniques and classification, transformation, use of disinfectants, aseptics, and antimicrobial chemotherapeutic agents in the control of microbial growth.

**Prerequisite(s):** Bio 102/103 or Bio 160/161 or Bio 110/111**BIO-230 Principles of Ecology***3 hours lecture, 3 hours lab, 3 credits*

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 and BIO 103 or BIO 110 and BIO 111 and Chemistry 12 or CHE 060. MAT 115 is strongly recommended**BIO-240 Applied Ecology: Human Impact on the-Environment***3 hours lecture/lab, 3 credits*

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 and BIO 103 or BIO 110 and BIO 111 and Chemistry 12 or CHE 060. ECO 111, MAT 115 and BIO 230 are strongly recommended**BIO-241 Traditional Ecological Knowledge (TEK)***3 hours lecture, 3 credits*

This course will explore Traditional Ecological Knowledge (TEK) as it relates to contemporary health and environmental issues with particular emphasis on topics relevant to First Nations people of Vancouver Island and the adjacent mainland. Students who do not meet course prerequisites but have life or work experience that would qualify them to enrol in this course are encouraged to contact the instructor.

**Prerequisite(s):** BIO 102 and BIO 103 or BIO 110 and BIO 111 or BIO 170 and BIO 171

**BIO-260 Pathobiology I***3 hours lecture, 3 credits*

This course is the first half of an overview of basic health science. It provides an introduction to the principles of pathophysiology, microbiology, immunology, pharmacology, and nutrition relevant to nursing. The focus is on concepts and mechanisms, with prototype diseases and prototype drugs given as examples. A series of assignments provides opportunities to investigate other diseases that may be encountered in the clinical area.

**Prerequisite(s):** BIO 161 and enrolment in the 2nd year Nursing Program

**BIO-261 Pathobiology II***3 hours lecture, 3 credits*

This course is the continuation and completion of the introduction to the principles of pathophysiology, microbiology, immunology, pharmacology, and nutrition started in Pathobiology I. Again, the focus is on concepts and mechanisms, with prototype diseases and prototype drugs given as examples.

**Prerequisite(s):** BIO 260 and enrolment in the 2nd year Nursing Program

**BUS-100 Financial Accounting Fundamentals***3 Hours lecture, 3 credits*

This course presents a balanced and integrated introductory view of financial accounting. Students will be introduced to financial statement preparation procedures and techniques as well as to the fundamental analysis of financial statements for decision makers. The concepts and principles (Generally Accepted Accounting Principles) that link preparation and use are given explicit attention. Credit will only be granted for either BUS 100 or BUS 112.

**Prerequisite(s):** Take MA 11 or MAT 053; Minimum grade C;

**BUS-112 Introductory Financial Accounting I***3 hours lecture, or distance (D), 3 credits*

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.

**Prerequisite(s):** Principles of Math 11 or MAT 053

**BUS-113 Introductory Financial Accounting II***3 hours lecture, or distance (D), 3 credits*

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 100 or BUS 112

**BUS-132 Mathematics of Finance***3 hours lecture, 3 credits*

This course will provide the student with the skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include linear applications for business, simple interest and discount, compound interest, amortization, general annuities, bonds, and capital decision models. Emphasis is on practical problem solving in business.

**Prerequisite(s):** Principles of Math 11 or MAT 053

**BUS-150 Administrative Principles***3 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** C+ in Provincial English 12 or C+ in one of ENG 060, ENG 098 or ESL 090, or placement testing

**BUS-152 Entrepreneurship & Small Business-Management***3 hours lecture, 3 credits*

This course provides students with a broad range of basic business skills. Topics include business plan development, legal issues of business start-up and management, financing, marketing, and basic record keeping for a small business venture.

**Prerequisite(s):** 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*

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*

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 100 or BUS 112

**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):** Corequisite: EMP 100

**BUS-211 Intermediate Financial Accounting I***3 hours lecture, 3 credits*

This course studies accounting from the viewpoint of the manager as a decision-maker. The emphasis is on analysis of accounting theory and the means available to the manager to use accounting information for planning and control of business activities. Balance sheet accounts are explored in further detail and disclosure requirements are dealt with.

**Prerequisite(s):** BUS 113 and Principles of Math 11

**BUS-212 Intermediate Financial Accounting II***3 hours lecture, 3 credits*

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*

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*

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 I***3 hours lecture, 3 credits\**

This course is the first course in a two-part series that provides an introduction to the Canadian Income Tax system. It will introduce the basic principles and practices of individual taxation. Topics include residency, employment, business and property income, capital gains and losses, calculation of personal taxes payable and administration of the tax system.

**Prerequisite(s):** BUS 113

**BUS-232 Quantitative Methods***3 hours lecture, 3 credits*

This is a course in the application of selected statistical techniques to business problem solving. Topics include simple and multiple regression, time series analysis, index numbers, Bayesian decision analysis, and an introduction to linear programming.

**Prerequisite(s):** MAT 115

**BUS-244 Finance***3 hours lecture, 3 credits*

This course provides students with a general framework for financial decision-making. Topics include financial markets, valuation, portfolio theory, the risk-return tradeoff, the firm's required rate of return, capital budgeting, capital structure, and working capital management. Note: The ability to work with spreadsheets is an advantage, but is not required.

**Prerequisite(s):** BUS 113, BUS 132 and 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. Special tuition fees apply.

**Prerequisite(s):** None

**BUS-248 Introduction to Non-Profit Management***3 hours lecture, 3 credits*

The Introduction to Non-Profit Management is a comprehensive course designed for existing volunteers and executives working within the non-profit sector. The course is intended to provide a broad overview of relevant skills that can be applied immediately in the workplace. Topics include board governance, strategic management, financial management, fundraising, marketing, public relations, program evaluation, leadership and management in the non-profit environment and best practices for volunteer management.

**Prerequisite(s):** None**BUS-255 Human Resources Management***3 hours lecture, 3 credits*

This course provides an introduction to the functions of Human Resource Management and takes the perspective that Human Resource Management plays an important role in the ability of organizations to achieve productivity and effectiveness while attaining individual and societal objectives. Topics include planning, recruitment and selection, job analysis and job evaluation, compensation management, performance appraisals, motivation, and employee/employer relationships.

**Prerequisite(s):** BUS 150**BUS-260 Consumer Behaviour***3 hours lecture, 3 credits*

This course introduces students to the study of concepts that contribute to an understanding of, and the ability to predict, consumer behaviour. Students will consider both from a theoretical and practical point of view, the influence of social, cultural, and psychological factors on the consumer decision-making process. Other topics will include market segmentation and consumer research.

**Prerequisite(s):** BUS 162**BUS-264 Professional Selling***3 hours lecture, 3 credits*

Professional selling skills are central to the success of any marketing professional. This course provides learners with an understanding of modern concepts in professional selling, and basic selling techniques relevant to today's Canadian and Global business environments.

**Prerequisite(s):** BUS 162**BUS-265 Retail Management***3 hours lecture, 3 credits*

This topic is approached from a strategic perspective and examines several types of retail institutions and strategy options. Other topics include trading area analysis and management functions related to human resources, operations management, merchandising, retail image, and financial and pricing management.

**Prerequisite(s):** BUS 162**BUS-267 Services Marketing***3 hours lecture, 3 credits*

This course examines the differences between product and services marketing and the marketing strategies employed in the service sector. Topics will include the development of a services business model in the context of a competitive market, management of the customer interface, and implementation of profitable service strategies.

**Prerequisite(s):** BUS 162**BUS-290 Management Information Systems***3 hours lecture, 3 credits*

This course examines the use of information and the role of information technology within organizations. Topics include: evaluation of organizations and the use of information technology; computer communications and basic conversational capacity with computer systems; designing information systems; problem analysis; office and professional work system administration; ethical and organizational issues.

**Prerequisite(s):** BUS 150 & BUS 170 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*

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**BUS-293 Business Simulation***3 hours lecture, 3 credits*

This course will give students the opportunity to apply knowledge gained from several business disciplines to manage a company in an industry environment. Using an online business simulation, students will be part of management teams who make strategic business decisions in an effort to achieve a competitive advantage in their industry.

**Prerequisite(s):** Completion of the 1st year of the Business Administration Program

**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*

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*

This course is the second course in a two part series that provides an introduction to the Canadian Income Tax system. It will introduce the basic principles and practices of corporate taxation. Additional topics include partnerships, trusts, international taxation and administration of the tax system.

**Prerequisite(s):** BUS 223 or BUS 222**BUS-350 Organizational Behaviour***3 hours lecture, 3 credits*

This course examines behavioural concepts and tools developed to aid the manager in understanding the behaviour in organizations and improving organizational effectiveness. Topics include individual motivation, perception and communication, management roles, decision-making, group dynamics and teamwork, leadership, conflict resolution, and organizational structure, process, and culture.

**Prerequisite(s):** BUS 150**BUS-355 Managing for Public And Non-Profit-Organizations***3 hours lecture, 3 credits*

This course provides administrative skills required for effective management of public sector and government sponsored agencies. Topics include discussion of public policy, public services, organizational theory and the machinery of government. Students will gain skills in strategic planning and implementation within the organizational and communicative contexts prevalent in current legislative and government structures in B.C.

**Prerequisite(s):** BUS 255**BUS-361 E-Business***3 hours lecture/1 hour lab, 3 credits*

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 and one of the following BUS 170 or IMG 110**BUS-362 Market Research***3 hour lecture, 1 hour lab, 3 credits*

This course is about providing quality information upon which managers can act. Market research is the set of tools that have been developed to allow managers to collect and analyze information, primarily information about customers. This course is designed for people who will be using rather than for those who will be specializing in market research. However, for someone to be an intelligent user of market research, he or she needs a solid general understanding of market research techniques.

**Prerequisite(s):** MAT 115 BUS 162

**BUS-368 Advertising and Marketing-Communications***3 hours lecture, 3 credits*

This course adopts an integrated marketing perspective that requires students to consider the myriad of media choices available and to select those that will most effectively communicate with consumers. Topics include developing a strategic integrated marketing plan, articulating and delivering the message, and implementing, controlling and monitoring the Integrated Marketing Communications plan.

**Prerequisite(s):** BUS 162

**BUS-380 Globalization and International-Business***3 hours lecture, 3 credits*

This course begins by examining the environment in which international business operates, including the causes and consequences of globalization. It then looks at how international business is actually conducted, with emphasis on international marketing by small and medium sized Canadian businesses. Topics include finding and servicing prospects in other countries, international payment options, exchange rate risk, and intellectual property issues.

**Prerequisite(s):** 30 credits of course work at the 100 level or higher, or instructor permission.

**BUS-390 Directed Field Studies I***15 hours seminar + directed work term, 3 credits*

As the first of two field study courses in the Bachelor of Business Administration Program, the primary goal of this course is to give students an opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered within the context of a supervised related work placement. While employed, students will complete assigned readings, applied research assignments, and a work-related field study project carried out under the supervision of an academic advisor.

**Prerequisite(s):** Successful completion of Year 1 and Year 2 of the BBA program.

**BUS-419 Advanced Financial Accounting***3 hours lecture, 3 credits*

This course examines the accounting for long-term investments, business combinations, partnerships, not-for-profit organizations and foreign currency transactions and translations. Accounting methods will be analyzed using both Generally Accepted Accounting Principles (Canadian GAAP) and International Financial Reporting Standards (IFRS).

**Prerequisite(s):** BUS 211 and BUS 212

**BUS-420 Introduction to Auditing***3 hours lecture, 3 credits*

Provides an introduction to the practice of auditing in a business environment. It will include coverage of the theory of auditing, transaction processing, internal controls, substantive procedures and audit reports. Introduction to Auditing provides the student with a life like audit simulation using Caseware. 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-430 Business-To-Business Marketing***3 hour lecture, 3 credits*

This course introduces students to the unique nature of marketing management in the business-to-business environment. Students will learn how to apply strategic marketing concepts to this environment, with a specific focus on customer relationship and knowledge management.

**Prerequisite(s):** BUS 162

**BUS-450 Project Management***3/wk lecture, 9hr/term, 3 credits*

This course will prepare students to develop and manage project plans that will be delivered on time and within the specified budget. Students will learn to use various planning and budgeting tools as well as organizational mechanisms throughout the project life cycle that will contribute to the success of project management.

**Prerequisite(s):** 30 credits of BBA program course work at the 100 level or higher.

**BUS-452 Advanced Topics in Entrepreneurship***3 hours lecture, 3 credits*

This course aims to develop advanced problem solving skills that are required for the management of small and medium enterprises (SME's). A topical approach offers an analytical framework for the study of the entrepreneurial process, creativity and competitive strategy, troubleshooting, problem solving, and growth strategy. This course provides an opportunity to help students integrate their knowledge of disparate topics, to think strategically, and to act in a consultative capacity for a new and growing enterprise.

**Prerequisite(s):** Completion of Business Administration Certificate coursework and completion of 9 credits of Business Administration Diploma coursework

**BUS-490 Directed Field Studies II***15 hours seminar + directed work term, 3 credits*

This, the second of two directed field study courses, gives students an opportunity to further develop their professional skills in the workplace. After obtaining a suitable work placement, students will perform independent research and prepare a comprehensive report on one or more issues in their work environment. This report will be presented to both the academic advisor and employer. In addition, the student will be expected to attend seminars and to maintain a journal about the work experience.

**Prerequisite(s):** BUS 350, 352, and 390

**BUS-492 Strategic Management***3 hour lecture, 3 credits*

This capstone course provides students with the tools to analyze organizational operations and develop strategic plans to deal with various contingencies. Using comprehensive case studies, students will gain experience in strategic analysis and problem solving relating to strategy planning and implementation issues.

**Prerequisite(s):** Successful completion of the first two years of the BBA program

**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 - 15 hour course, no cost to student), basic keyboarding skills, email and Internet skills recommended.

**CFN-100 Introduction to the Carpentry Trade & Apprenticeship***16 hours*

During this course students will learn about the BC apprenticeship system and its requirements for certification in the trade of carpenter. They will learn about the apprenticeship process and how to look after their 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 to 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 students will continue to develop interpersonal, teamwork, critical thinking, listening, problem solving, communication and decision making skills.

**Prerequisite(s):** Admission to the Carpentry Foundation Program

**CFN-102 Introduction to Worksite Safety***20 hours*

Working safely is fundamental to a career in the trades. During this course students will learn and practice work processes and habits required to work safely with woodworking tools and on a construction site. They 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 themselves from injury.

**Prerequisite(s):** Admission to the Carpentry Foundation Program

**CFN-103 Documentation, Codes & Drawings***105 hours*

This course introduces the regulatory requirements and standards that control the construction of wood-frame housing in BC. To perform the work of a carpenter students are required to read and understand construction drawings. During this course they 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 to 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 students will learn the hand, portable power, and stationary power tools as prescribed within Year 1 of the Carpentry Apprenticeship program.

**Prerequisite(s):** Admission to the Carpentry Foundation Program

**CFN-105 Site Layout & Survey Instruments***60 hours*

During this course students will learn to use optical levels as used in residential applications and to determine and record elevations. They will then apply this knowledge to laying out a building site, while meeting regulatory and safety requirements.

**Prerequisite(s):** Admission to 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 students will learn to form footings and walls using methods that are normally used during wood-frame residential housing.

**Prerequisite(s):** Admission to the Carpentry Foundation Program

**CFN-107 Residential Framing***309 hours*

During this course students will learn about wood framing systems used in British Columbia, and about the materials used in residential construction. They will learn to build floors and 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 to the Carpentry Foundation Program

**CFN-109 Building Science***30 hours*

The learner will be able to describe the forces acting on a building and construction details for wood frame seismic applications.

**Prerequisite(s):** Admission to the Carpentry Foundation Program

**CHE-051 College Preparatory Chemistry I***3 hours lecture + 3 hours lab, online, or distance (D) with website support, 3 credits*

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

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

**Prerequisite(s):** C+ in 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 B.C. Chemistry 12. Students need a working knowledge of Chemistry 11 before they attempt CHE 060. In CHE 060 students learn gas laws, solutions, reaction rates, chemical equilibrium, acids and bases, redox reactions and electrochemistry.

**Prerequisite(s):** C+ in Chemistry 11 or CHE 051 and a C+ in Principles of Math 11, MAT 053 or Applications of Math 12

**CHE-110 Chemical Principles I***3 hours lecture + 3 hours lab, 3 credits*

CHE 110 and 111, Chemical Principles I and II, are 1st-year university-level foundation courses in chemistry designed as essential prerequisites to further courses in chemistry. CHE 110 includes an introduction to chemical reactions and equations, energy in chemical systems, and the structures and properties of atoms, molecules, gases, liquids, solids, and solutions.

**Prerequisite(s):** C+ in Chemistry 12 or CHE 060 and Principles of Math 12 or MAT 067. Physics 11 or PHY 050 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 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 second-year course covering the chemistry of carbon compounds. The course continues the systematic study begun in CHE 200, of the structure, nomenclature, properties and reactions of aliphatic and aromatic hydrocarbons and their derivatives. The laboratory sessions include techniques in the purification, synthesis and identification of organic compounds. The course fulfills program requirements for the Associate of Science Degree and also for students majoring in Chemistry, Biochemistry, Biology and Health Sciences.

**Prerequisite(s):** C+ in CHE 200

**CPA-032 Introduction to Computers for Electrical-Trades**

24 hours

This course is intended to provide basic competency in the use of the computer if the student has little or no experience with computers and as a refresher for those who have not recently used the computer. It will introduce the student to the basics of Windows, Word, Excel, Internet Explorer, email, Microsoft Visio and Multisym software that you will use, in general, and throughout the electrical programs.

**Prerequisite(s):** Admission to the Electrical Program

**CPS-015 Computer Literacy, Modified**

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 drives.

**Prerequisite(s):** None

**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 MAT 053 and English 12 or one of ENG 060, ENG 098 or ESL 090, or placement testing

**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 one of ENG 060, ENG 098, ESL 090 or placement testing

**CPS-120 Introduction to PC Communications***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 one of ENG 060, ENG 098, ESL 090 or placement testing

**CPS-143 MS-Windows, the Internet & Productivity-Applications***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):** English 11 or ENG 052 is strongly recommended

**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 one of ENG 060, ENG 098, ESL 090 or placement testing

**CPS-151 Systems Analysis & Design***3 hours lecture + 1 hour lab, 3 credits*

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 group project. The course emphasizes user-centered 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 one of ENG 060, ENG 098, ESL 090 or placement testing

**CPS-160 Integrated Software Tools***3 hours lecture + 2 hours lab, 3 credits*

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 one of ENG 060, ENG 098, ESL 090 or placement testing

**CPS-165 Web Design Tools***3 hours lecture + 1 hour lab, 3 credits*

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 one of ENG 060, ENG 098, ESL 090 or placement testing

**CPS-180 PC Hardware & Troubleshooting***3 hours lecture + 1 hour lab, 3 credits*

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 one of ENG 060, ENG 098, ESL 090 or placement testing

**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):** Must take EMP 100 concurrently

**CPS-208 E-Commerce***3 hours lecture + 1 hour lab, 3 credits*

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*

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*

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*

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*

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*

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*

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 or one of ENG 060, ENG 098, ESL 090 or placement testing**CPS-262 Data Communications & Computer Networks***3 hours lecture + 1 hour lab, 3 credits*

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*

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 120 or CPS 180**CPS-268 Systems & Network Security***3 hours lecture + 1 hour lab, 3 credits*

This course introduces main topics of system and network security. The topics will cover general security concepts, data security, social engineering, essential applied cryptography, data communication security, authentication, network security, and introduction to computer forensics. Students will learn important elements of security management practices, security policies, security trends, security models, physical security, web security, wireless security, security laws and ethics. Principles and methodologies used in computer attacks will be explained. Practical hands-on exercises with Linux servers, Windows servers and workstations, services and daemons, and security tools will be emphasized in the course.

**Prerequisite(s):** CPS 120 and CPS 215**CPS-270 Software Engineering***3 hours lecture + 1 hour lab, 3 credits*

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

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

*180 hours*

This 6 week course is the standard apprenticeship technical training course that meets the Level 1 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

**Prerequisite(s):** ITA Registered Apprentice

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

*180 hours*

This 6 week course is the standard apprenticeship technical training course that meets the Level 2 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

**Prerequisite(s):** ITA Registered Apprentice

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

*180 hours*

This 6 week course is the standard apprenticeship technical training course that meets the Level 3 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

**Prerequisite(s):** ITA Registered Apprentice

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

*180 hours*

This 6 week course is the standard apprenticeship technical training course that meets the Level 4 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

**Prerequisite(s):** ITA Registered Apprentice

### **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):** 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*

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):** Take EN-12 ENG-060 ENG-098 OR ESL-090; Minimum grade C

**CRM-220 Research Methods in Criminology***3 Hours lecture, 3 credits*

An introduction to criminological research. Topics include the purpose of scientific inquiry, research ethics, measurement of crime, survey research and experimental designs, data gathering, and a brief introduction to data analysis and reporting.

**Prerequisite(s):** CRM 101

**CRM-230 Criminal Law***3 hours lecture, 3 credits*

This course offers an intensive introduction to the nature, purpose, sources and basic principles of Canadian criminal law. It will include analysis of what constitutes a crime, the basis of criminal responsibility, and the common defences used in criminal law. Fundamental legal concepts will be highlighted. The course includes a short community practicum designed to help students to apply their developing understanding of criminal law to that which occurs in local area courts.

**Prerequisite(s):** CRM 135; ENG 060, ENG 098, ESL 090, or Provincial English 12

**CRM-241 Introduction to Corrections***3 Hours lecture, 3 credits*

An introduction to the development and operation of correctional systems in Canada. Topics include the history of corrections, contemporary correctional institutions, relationships between inmates and staff, case management and treatment, community-based corrections, and life after prison.

**Prerequisite(s):** CRM 131

**CRM-251 Introduction to Policing***3 Hours lecture, 3 credits*

An introduction to the history, organization, structure, and operation of contemporary law enforcement agencies in Canada. Topics include the emergence of community policing, crime prevention, the recruitment and training of police officers, and occupational subculture.

**Prerequisite(s):** CRM 131

**CTQ-010 Construction Safety Training Systems***6 hours*

The Construction Safety Training System (CSTS) is a web-based course developed by the Alberta Construction Safety Association (ACSA). This online training system uses interactive multimedia including full-motion video and sound. CSTS training is a requirement on most job sites in Alberta and British Columbia. Participants will receive instruction on various health and safety topics and are then tested for 100% mastery. The instruction component is to be completed online. The testing, to determine if 100% mastery has been achieved will take place at North Island College in a controlled testing environment. Students will attend a scheduled testing session, comprised of 15 quizzes and a final exam. Certificates will be issued by the BCCSA. Students must present picture identification at the time of examination

**Prerequisite(s):** None

**CTQ-150 Carpentry Inter-Provincial Trade Qual.***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 Drafting Basics***165 hours*

Introduction to Drafting starts preparing students for entry into the drafting/design field as a junior drafter by introducing the basic concepts of drafting. 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.

**Prerequisite(s):** Corequisite: DRT 181

**DRT-110 Architectural Drafting***190 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 B.C. 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 B.C. 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***144 hours*

This course will build on basic drafting skills to prepare students to pursue further studies, or enter the workforce as junior drafter in civil drafting. This course introduces the survey 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 introduces the standard welding symbols used in industry today and shows how they relate to weld types. Students will learn the different methods of preparing metal for welding, welding methods, and weld finishes. In the Structural Drafting portion of the course students learn the basics of steel and concrete structural drafting. They 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***45 hours*

This course will introduce students to a wide range of materials that are used in construction today. This knowledge will assist students 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***96 hours*

Practical Surveying is designed to introduce the basic plane surveying methods and theory. Students will use survey equipment such as the level and theodolite to produce field data and sketches. The data that students create will be used to create engineering, survey, and topographical drawings. This is a scheduled course that will be given in the Spring.

**Prerequisite(s):** DRT 181

**DRT-181 Computer Assisted Drafting - AutoCAD***180 hours*

This course will enhance drafting skills by teaching students how to use the latest release of AutoCAD. They will be shown how to use AutoCAD's electronic drawing tools to produce and plot engineering and fabrication drawings in 2D and 3D. When students have completed this course they 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***1.5 hour lecture/1.5 hour 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 WorkSafeBC for all Divers, Dive Supervisors or Divers' Tenders. All students will be required to complete a NIC Waiver. Certification is valid for 3 years with a valid OFA Level 1 or equivalent.

**Prerequisite(s):** WSBC 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 the required certification to class.

**ECC-104 Developmental Journey - Part 1***90 hours lecture, 6 credits*

This course examines growth and development of children from conception to 12 years of life. Developmental principles and process are examined as well as the major theories in relation to the development of the whole child as well as examining cultural influences and variations in development. As an integral part of knowing the whole child, students will understand and demonstrate the importance of observing each child's growth, development and experiences.

**Prerequisite(s):** Admission to the Early Childhood Care & Education Program

**ECC-114 Partnerships - Part I - Child Guidance***30 hours lecture, 2 credits*

This course offers an overview of philosophical and theoretical orientations that have influenced specific approaches to child guidance. Concepts related to these approaches will be discussed and students will be able to apply guidance strategies in their practice experiences. There will be a focus on encouragement and prevention.

**Prerequisite(s):** ECC 104, may be taken as a co-requisite

**ECC-116 Partnerships II - Advanced Guiding And-Caring***30 hours lecture, 2 credits*

This course will expand on the foundational knowledge, skill and values discussed in ECC 114 Partnerships I - Child Guidance.

**Prerequisite(s):** ECC 114

**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-136 Foundations of Professional Practice***45 hours lecture, 3 credits*

This course provides an introduction to the commitment and responsibility involved in being an early childhood educator. Included are the history and philosophy of ECCE and the BC Child Care Regulations. The later part of the course provides opportunities to explore the personal and professional development of the early childhood educator, current trends and professional issues in child care.

**Prerequisite(s):** Admission to the Early Childhood Care & Education Program

**ECC-140 Practice Experience I***90 hours field work + seminars, 2 credits*

This first practice experience provides an introduction to the role of the early childhood educator and the early childhood program. There will be a focus on direct observations of the children and the program. Students will be gradually introduced to the program and direct work with the children.

**Prerequisite(s):** ECC 104, ECC 114, ECC 124, may be taken as co-requisites

**ECC-141 Practice Experience II***165 hours practice experience, 3 credits*

A continuation of Practice Experience I with more practical experience in working directly with young children and a beginning involvement in program planning.

**Prerequisite(s):** ECC 140, ECC 124, ECC 125, & ECC 114

**ECC-142 Practice Experience III***210 hours practice experience, 4 credits*

In this practice experience students are expected to take a leadership role, becoming involved in all aspects of the child care program and assume the roles and responsibilities of an early childhood educator.

**Prerequisite(s):** ECC 141

**ECC-157 Effective Interpersonal Communications***45 hours lecture, 3 credits*

This course provides an introduction to interpersonal communications and group dynamics. An experiential approach is used to develop self awareness, increase communication skills and work well in a team.

**Prerequisite(s):** Admission to the Early Childhood Care & Education Program

**ECC-163 Child Family and Community***30 hours lecture, 2 credits*

This course will provide an introduction to understanding the changing roles of families in contemporary society. Central to this concept, addressing the knowledge, skills and values necessary to establish partnerships with the family, respect their diversity and help them access community resources.

**Prerequisite(s):** Admission to the Early Childhood Care & Education Program

**ECC-168 Health Safety and Nutrition  
in-Childcare Settings***30 hours lecture, 2 credits*

This course provides opportunities for students to examine overall health, safety and nutritional practice in early childhood settings. Emphasis will be placed on studying policies and practices that promote health, safety and well being of children. Attention will also be given to educator's reflection on personal wellness, modeling and promoting healthy and safe environment for young children.

**Prerequisite(s):** C in Provincial English 12 or ENG 098, ESL 090

**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***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***187.5 hours practice experience + 12.5 hours seminar, 4 credits*

This practice experience is designed to provide the student with supervised opportunities to apply and consolidate knowledge and skills from core courses in the 2nd year of the Early Childhood Care and Education program and particularly from ECCE Certificate or equivalent.

**Prerequisite(s):** ECC 264, ECC 204, ECC 215, & ECC 255, may be taken as co-requisites

**ECC-246 Practice Experience - Infants and-Toddler***187.5 Practice Experience + 12.5 hours seminar, 4 credits*

This practice experience is designed to provide the student with opportunities, under supervision, to apply and consolidate knowledge and skills from core courses in the 2nd year of the Early Childhood Care and Education program and particularly from ECCE Certificate or equivalent.

**Prerequisite(s):** 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):** ECCE Certificate or equivalent

**ECC-268 Supervising Early Childhood Centers***60 hours lecture, 4 credits*

This course is designed to prepare students for the administration and supervisory responsibilities in an early childhood care and education facility. In addition to an overview of broad concepts and principles related to administration, specific roles and responsibilities of the administrator will be addressed. Discussion of current trends and issues within the ECCE profession will be included.

**Prerequisite(s):** Early Childhood & Education Program Certificate

**ECO-110 Principles of Microeconomics***3 hours lecture, or distance (D), 3 credits*

This course introduces the principles of microeconomics and demonstrates how these principles apply to current Canadian economic issues. Topics include supply and demand analysis, consumer behaviour, production and cost, market structure, trade, and the economic role of government.

**Prerequisite(s):** One of MAT 053 or Principles of Math (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*

This course analyzes the determination of national income, employment, and the price level. Topics include business cycles, fiscal and monetary policy, and economic growth.

**Prerequisite(s):** ECO 110

**ECO-245 Money & Banking***3 hours lecture, 3 credits*

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*

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

**EDU-101 Teaching: The Human Interaction***3 hours lecture, 3 credits*

An introduction to the communication and interpersonal skills necessary to positively interact in one-on-one and group settings. These skills support personal exploration, problem solving, and developing the competencies to work effectively with children, youth, and adults.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing.

**EDU-102 Teaching: Making an Informed Decision***3 hours lecture, 3 credits*

This course explores the meaning of education in a diverse society. Students will examine the aims, principles and ideals of a variety of current issues in education. As part of this course, students will begin to develop an understanding of the complexity of teaching in today's schools.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing.

**ELA-100 Electrical Apprenticeship Level I***300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**ELA-200 Electrical Apprenticeship Level II***300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice**ELA-300 Electrical Apprenticeship Level III***300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice**ELA-400 Electrical Apprenticeship Level IV***300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice**ELC-090 Mathematics for Electronics***45 hours Lecture*

Students will review high school math as it applies to the courses in the Electronics Technician Program. Topics include basic arithmetic and algebra, number systems, complex numbers, linear and quadratic equations, determinants, graphing, trigonometry and logarithms. The principle emphasis is on problem solving using an electronic calculator. All example problems used are typical of those encountered in the study of electronics.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-105 DC Circuit Analysis for Technicians***180 hours Lecture/Lab*

This course is designed for students enrolling in the Electronics Technician program with little or no training or experience in electronics. Students will learn the full range of DC theory including atomic structure, current flow, resistance, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, Kirchhoff's Laws, advanced circuit theorems, WYE and delta networks, and DC circuit analysis. Extensive laboratory exercises are used to reinforce and prove theoretical studies, and to provide 'hands-on' experience in the care and use of basic test equipment. The use of "Workbench" simulation software will also allow students to compare and learn the operation of basic circuits.

**Prerequisite(s):** Admission to the Electronics Technician Core Program

**ELC-106 AC Circuit Analysis for Technicians***180 hours Lecture/lab*

This course is a continuation of ELC 105, the study of basic electronics circuits. Students will continue with basic topics including sine waves and phasor algebra, inductive circuits, capacitive circuits, resonance, passive filters, integrators and differentiators, advanced circuit analysis, along with polyphase power generation and distribution. Laboratory experiments, including "Electronics Workbench" simulation software, are extensively used which reinforces theoretical studies and provides a more 'hands-on' experience in the proper use of advanced laboratory equipment, such as the oscilloscope, function generator, and frequency counter.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-108 Soldering & Workshop Practices for Technicians***60 hours Lecture/lab*

Students will gain practical experience in electronic circuit construction methods. They 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. Students will be required to assemble and test an electronics kit.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-109 Introduction to Microcomputers for-Electronics Technicians***15 hours Lecture*

This course introduces students to the basics of microcomputers, operating systems, hardware / software and common software packages including simulation software.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-110 Digital Electronics Techniques for-Technicians***180 hours Lecture/lab*

Students will gain a theoretical and practical introduction to digital electronic techniques. Topics include number systems and codes; logic elements; Boolean algebra, De Morgan's theorem and Karnaugh maps; clocks, latches and flip-flops; D/A and A/D conversions; and digital memory techniques. In the lab, students will use "Multisim" to verify the operation of digital circuits, which they will build, thus gaining a better understanding of the theoretical principles introduced. All students are required to demonstrate their mastery of these topics by designing and constructing a digital project.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-120 Transistors for Technicians***180 hours Lecture/lab*

Students 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. Students will use the electronics lab facilities to investigate device characteristics, reinforce theoretical instruction, demonstrate applications, and gain 'hands-on' experience working with linear solid state devices.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-130 Linear Circuits for Technicians***180 hours Lecture/lab*

Students will be given an introduction to linear integrated circuits and analog signal processing. More specifically, they will learn about the operational amplifier (op-amp) and how the op-amp can be configured to provide a variety of circuit functions including amplifiers, differentiators and integrators, filters, oscillators, voltage regulators and timers. Students will use "Electronic Workbench" and the electronics lab facilities to investigate op-amp characteristics, reinforce theoretical instruction, demonstrate applications and gain 'hands-on' experience with op-amps.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-140 Basic Microcontrollers for Technicians***120 hours Lecture/lab*

Students will be introduced to basic microcontroller operation. The course will include lectures on software with exercises and laboratory experiments to reinforce lecture material. There will also be discussions on the general architecture of a microcomputer. The research, design and construction of a student lead project will form a portion of the final mark.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core Program

**ELC-201 Process Measurement***Lecture/lab*

Students will be introduced to basic process measurement and instrument calibration. Topics covered include terminology, sources of error, standards, operation and calibration of typical instruments used in the measurement of: pressure, flow, level, temperature, analytic [pH], and electro-mechanical processes. Students will learn the physics of each process variable and the theory behind related measuring devices then apply and calibrate selected instruments to the measurement of those process variables, in the lab. The course will be 50 % lecture and 50 % lab.

**Prerequisite(s):** Electronics Technician Core training, or equivalent

**ELC-205 Process Control Devices***Lecture/lab*

Students 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. They will also learn the characteristics of typical process variables and troubleshooting 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*

Students will be introduced to the basic principles of operation and programming of PLC's, with emphasis on Allen -Bradley series hardware and software. They 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*

Students will apply the programming knowledge gained in PLC I (ELC 215) to typical industrial operations. They will interface process instruments using Allen-Bradley SLC 5/03 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*

Students 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. Students 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*

Students will gain practical experience in working with power control devices (Thyristor, Mosfets) and control circuits, including: rectifiers, inverters, choppers and V/f PWM. Students will "construct" modular AC and DC Motor drives, using power Thyristor and Mosfets, then test, operate and troubleshoot the control circuits. Variable speed motor control will be examined with and without feedback. 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 such as soda lime water treatment, chlorine, sodium hydroxide, sodium hypochlorite, sodium sulphite, sulphuric and other acids/bases. Students will review basic chemical reactions and learn an overview of chemical processes found in regional industries. This course is 60% lecture and 40% lab.

**Prerequisite(s):** Electronics Technician Core training or equivalent

**ELC-250 Fluid Power Controls***Lecture/lab*

Students will examine typical electronic controls used to position pneumatic and hydraulic cylinders found in many mechanical processes. They 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 and ELC 215

**ELC-260 Data Acquisition and Control Systems***Lecture/lab*

Students 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 students to apply and consolidate the skills and knowledge previously learned in the Process Control, PLC, Data Acquisition and CAD courses through the design, construction and demonstration of an operating model of a typical industrial control system. Students will work in teams, conducting research to select and define a project. They 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*

Students will be introduced to the general safety requirements for working in any construction trade as outlined by the Worker's Compensation Board of BC. They will be expected to identify and learn the proper use of common hand and power tools used in the general construction trades. Students will complete several lab projects that will allow them to apply and practice with hand tools and common measuring and layout tools.

**Prerequisite(s):** Admission into the Electrical Entry Program

**ELE-005 Introduction to Blueprint Reading***20 hours*

Students will be introduced to basic blueprint reading that includes the identification and use of symbols, lines and techniques commonly used in manufacturing and construction drawings. They will examine some commercial drawings and blueprints and will identify details of the drawings. Students will complete a drawing project.

**Prerequisite(s):** Admission into the Electrical Entry Program

**ELE-100 Electrical Apprenticeship Level I***300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**ELE-101 Electrical Trade Mathematics***60 hours*

Students will review the curriculum taught in secondary school from grade 8 levels to algebra and trigonometry with and without calculators. The curriculum is presented in the context of electrical applications. Many of the symbols, formulae and concepts introduced are found in later courses in the electrical program.

**Prerequisite(s):** Admission to the Electrical Entry Program

**ELE-102 Electrical Trade Science***25 lecture, 5 other hours*

Students will be introduced to the basic properties of thermal energy including heat transfer in solids, liquids and gases with the goal of performing heat loss calculations in residential buildings in order to size electric heating.

**Prerequisite(s):** Admission to the Electrical Entry Program

**ELE-104 Wiring Methods***250 hours*

You will learn the generally accepted methods used in modern residential and commercial construction. Topics covered include: the proper and safe use of electrical hand and power tools and equipment, types of conductors, grounding and bonding, electrical services, branch circuit and feeder wiring, the installation and use of electrical conduit and armoured cable, the installation of data and communication cabling and the interpretation and application of the Canadian Electrical Code. You will be issued a complete set of electrical hand tools to practice actual construction techniques in the wood frame wiring lab. You will complete the entire wiring lab set to "Code" specifications. External wiring projects will be completed when available.

**Prerequisite(s):** Admission to the Electrical Entry Program

**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-013 Fundamental English Level I***4 or 6 hours lecture, 3 credits*

This course teaches skills in pre-reading and reading, pre-writing and writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):** English placement testing

**ENG-014 Fundamental English Level 2**

4 - 6 hours lecture, 3 credits

This course teaches skills in reading, writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):** English placement testing

**ENG-015 Fundamental English Level 3**

4 - 6 hours lecture, 3 credits

This course teaches skills in reading, writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. After completing English 015, students will enroll in Fundamental English 025. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):** English placement testing

**ENG-025 Fundamental English Level 4**

6 - 7.5 hours lecture, 3 credits

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

**Prerequisite(s):** English placement testing

**ENG-026 Fundamental English Level 5**

6 - 7.5 hours lecture, 3 credits

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

**Prerequisite(s):** English placement testing

**ENG-027 Fundamental English Level 6**

6 - 7.5 hours lecture, 3 credits

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

**Prerequisite(s):** English placement testing

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

**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 program.

**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-109 Introduction to Creative Writing:-Journalism***3 hours seminar, 3 credits*

ENG 109 is a university studies journalism course that examines the work of successful journalists and nurtures the journalism skills of students through the workshop method. Students will create a portfolio of articles.

**Prerequisite(s):** C in one of ENG 098, ENG 060 or Provincial English 12, or by English assessment or portfolio

**ENG-115 Essay Writing and Critical Analysis***3 hours lecture, or distance (D), 3 credits*

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

**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. PLA is available through an English Department administered challenge procedure

**ENG-120 Introduction to Literature: Short-Stories And the Novel***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 Introduction to Literature: Poetry And-Drama***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%, [RC] 65% sub scores). Students taking a literature/composition combination of courses are encouraged to enrol in ENG 115 before 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 C 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*

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 Professional 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*

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*

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*

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*

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*

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 English 108 or by portfolio.

**ENG-209 Creative Writing: Fiction***3 hours lab, 3 credits*

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 the instructor permission.

**ENG-212 An Introduction to Canadian Literature I***3 hours lecture, or distance (D), 3 credits*

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*

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-214 Scriptwriting Workshop***3 hours seminar, 3 credits*

ENG 214 is a second-year university studies scriptwriting workshop that examines the work of successful playwrights and nurtures the scriptwriting skills of students through the workshop method. Students will create a portfolio of plays.

**Prerequisite(s):** C in English 108 or by portfolio with instructor permission

**ENG-215 Advanced Composition***3 hours lecture, 3 credits*

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*

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*

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 the function of narrative and examines narrative method in a variety of genres such as poetry, fiction, drama, biography, autobiography, essay, film and textbook. The focus of study will vary according to instructor interest, and may include themes such as love and sex, war, crime, death, family, social justice etc. Students will be introduced to narratology and will examine the ways in which narrative structures shape understanding of the self and the world.

**Prerequisite(s):** 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 of one of the following: ENG 115, ENG 120, ENG 121, ENG 125, ENG 160 or permission of instructor

**ENR-110 Introduction to Engineering Design***2 hours lecture, 4 hours lab, 4 credits*

As part of a complete first-year transfer into UVic's Faculty of Engineering, this course will cover introductory principles of engineering design concepts through practical projects to be undertaken by teams of students. The projects and exercises will give students experience with the entire design process, from needs-assessment to final testing and documentation. The final project will involve design, construction and programming of an autonomous robot to perform an assigned task.

**Prerequisite(s):** ENG 115, CPS 100

**ESJ-100 The Equity & Social Justice in-Contemporary Canada***3 hours lecture, 3 credits*

This course provides an 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 addressing the needs of 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-(ESLA)**

This is a three-level beginner ESL course for landed immigrants and refugees. Canadian citizens who are at the beginner level are not usually eligible for this program, but may be so in some instances. After an initial assessment, students may be eligible for 350 to 1,000 hours of beginner level English language instruction. This instruction provides newcomers to Canada with the basic language and life skills necessary to function in Canadian society and participate in their communities. ESLA is offered in Campbell River and Courtenay. Availability is subject to funding. The program is funded by the Ministry of Community, Aboriginal, and Women's Services.

**Prerequisite(s):** ESL English skills assessment

**ESL-031 Intermediate Reading and Writing 1***4 credits*

ESL 031 is a lower intermediate reading and writing course (Canadian Benchmark 4-5). It continues from ESL 001. It is intended to complement 034, although it can be taken independently. The focus of the course is to give the student the ability to read and write a variety of materials in informal, predictable settings. This includes reading such as graded readers at the elementary level, pamphlets and brochures, questionnaires, and news articles at the appropriate level. Students will learn to read for pleasure and information, while increasing vocabulary and written skills. Students will also develop skills to write a basic paragraph and personal letters.

**Prerequisite(s):** 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 and speaking course (Canadian Language Benchmarks 4- 5). It is intended to complement ESL 031, the focus of which is reading, writing and grammar. The course is designed for students exiting from 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 and Speaking 2***4 credits*

ESL 035 is an intermediate listening and speaking course (Canadian Language Benchmarks 6), continuing on from ESL 034 and intended to complement ESL 032, although it can be taken independently if reading and writing is not a perceived student need or if the student has time constraints. The focus of the course is the comprehension of key words and details in extended exchanges or spoken texts as well as participation in a variety of complex activities or situations involving multiple purposes and participants (e.g. group work, discussions, debates) in the classroom and in informal, predictable social contacts outside the ESL class. The course concentrates on the process of communication and stresses the importance of communicative strategies and the functional use of English. It provides learners with functional phrases that they can incorporate into their active language as they interact with their classmates in pair or group work, as well as outside the classroom in daily life. Themes are relevant to the learners' personal lives as well as reflective of broader issues, such as communication, health and fitness, media, advertising and the environment.

**Prerequisite(s):** 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 and reading course (Canadian Language Benchmarks 7) is of interest to students who wish to refine their writing and reading skills and/or prepare for further education and training. Students will develop their ability to clearly communicate in a variety of academic and non-academic contexts. To help develop effective written expression, students will study points of sentence structure, grammar, punctuation, style, and usage. Special emphasis being given to areas of particular difficulty for ESL students. Reading, vocabulary, and academic skills will be developed through the study of authentic readings and focussed vocabulary work, while speaking skills will be promoted through discussions and presentations.

**Prerequisite(s):** 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 the paragraph, moving quickly into essays. The focus will be on academic English.

**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) and is intended to complement ESL 051. ESL 054 is intended to improve students' overall communication skills. Besides increasing their fluency in English, students will develop higher-level listening and communication strategies as well as critical thinking and note-taking skills. Students will learn to comprehend authentic language from a variety of contexts, including short lectures. They will learn effective use of a variety of language structures and will increase their vocabulary skills and use of idiomatic language. Students will be expected to participate in class discussions and give oral presentations. They will also improve their pronunciation by learning and practicing the sound, rhythm and stress patterns of English. In addition, students will use basic computer and internet skills for informal research and communication.

**Prerequisite(s):** 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. ESL 055 is intended to further improve students' overall communication skills. Besides increasing their fluency in English, students will develop higher-level listening and communication strategies as well as critical thinking and note-taking skills. Students will learn to comprehend authentic language from a variety of contexts, including short lectures. They will learn effective use of a variety of language structures and will increase their vocabulary skills and use of idiomatic language. Students will be expected to participate in class discussions and give formal oral presentations. They will also improve their pronunciation of the sound, rhythm and stress patterns of English. In addition, students will use basic computer and Internet skills for communication and informal and formal research.

**Prerequisite(s):** 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 University and 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 and ESL 054

**ESL-090 University and 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 055 and ESL 089, or assessment by ESL Department, or referral by English Department.

**ESL-094 Speaking & Pronunciation for University-and College***3 hours lecture, 3 credits*

ESL 094 is a university and college level speaking and pronunciation course (Canadian Language Benchmarks 8/9). It is meant to complement ESL 089 and ESL 090, but may be taken separately. Students will learn and apply conversational, discussion and presentation strategies that will allow them to effectively participate in academic and work settings. In addition, students will learn and apply pronunciation strategies that will increase the comprehensibility and effectiveness of their speech, as well as their ability to understand higher level discourse.

**Prerequisite(s):** C in ESL 055, or assessment by ESL Department,

**FAC-010 Emergency Child Care First Aid With-CPR Level B***8 hours*

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

**Prerequisite(s):** Minimum 16 years of age.

**FAC-011 Blood Pressure Monitoring***2.5 hours*

This course is designed to educate the students with crucial information on translating blood pressure numbers and how to physically use stethoscopes, blood pressure cuffs and machines.

**Prerequisite(s):** 16 years of age before course starts

**FAC-012 Canadian Red Cross Babysitter's Course***8 hours*

This course is designed in compliance with the Canadian Red Cross to help children learn child care, injury prevention, and basic first aid skills. Some of the important skills they will learn are: important child care skills; safety tips for children of all ages; how to cope with common problems, like tantrums and crying; what to do if anything makes the babysitter uncomfortable; some great games and other ideas for having fun with the children while babysitting; how to make the children's environment safe and enjoyable and how to handle emergencies and basic first aid. Students will need to bring to class a baby sized doll or stuffed animal for practice. Please bring a bag lunch and snacks.

**Prerequisite(s):** This course is for children 11 years and older. An emergency first aid course would be beneficial, but is not required.

**FAC-020 Emergency First Aid with CPR Level A**

This emergency first aid course 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. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level A is recommended.

**Prerequisite(s):** None

**FAC-021 Red Cross Standard First Aid with CPR-Level C***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. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level HCP is recommended.

**Prerequisite(s):** None

**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 Red Cross First Aid Instructor or CPR Instructor award; Must have taught a minimum of 3 Canadian Red Cross 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; Current Red Cross Standard First Aid (SFA) or equivalent (St. John's Ambulance 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 Requisite(s): Co-teach a minimum of 16 hours and a maximum of 18 hours in any of the following Red Cross 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 Red Cross 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's Ambulance, AmCross SFAI, LSS Aquatic Emergency Care Instructor, LSS IT with SFA, Red Cross WS IT with SFA). \*Current Red Cross CPR Instructor with current SFA. Expired Vital Link Instructor certification (since 1992) with a current SFA. Post Requisite(s): Co-teach a minimum of 16 hours and a maximum of 18 hours in any of the following Red Cross approved courses (SFA, EFA, CPR Level C (Basic Rescuer)). Co-teaching must be done within 6 months of completing the Instructor course, with a current Red Cross FAI who has 2 years or more of teaching experience or IT.

**FAC-030 Wilderness & Remote First Aid***36 hours*

This course is designed for when 911 is not available, e.g., for hiking, boating, hunting, fishing, and farming. Certification period is 3 years. Students will be required to complete an NIC waiver.

**Prerequisite(s):** Minimum 13 years of age, CPR Level A recommended and pre-read both books

**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-061 Combined Standard First Aid & OFA Level-1***16 hours*

In this course we combined the Standard First Aid (FAC 021) and the WorkSafeBC OFA Level 1 (OFA 010). The certification period for both FAC 021 and OFA 010 is 3 years and the CPR is Level C.

**Prerequisite(s):** Minimum 16 years of age.

**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-083 Marine Basic First Aid With OFA Level 1***16 hours*

The FAC 083 combined course meets defined Federal Transport Canada Marine Safety Training Standards for Marine First Aid and Provincial OFA standards by combining the Marine Basic First Aid and WorkSafeBC Occupational First Aid Level 1. This course provides individuals with a basic training level of First Aid and CPR required by the Marine Industry. Certification is by the Canadian Red Cross, Marine Transport Canada and WorkSafeBC with a certification period of three years. Topics include choking, airway and breathing emergencies, the onset of sudden medical conditions and injuries to head and spine.

**Prerequisite(s):** Minimum 16 years of age.

**FAC-084 Marine Advanced First Aid & CPR C***40 hours*

The Marine Advanced course will cover the Red Cross; first aid kit; body structure and function; toxicological hazards; examination of person or patient (oxygen administration); spinal injuries; burns, scalds and effects of cold and heat; fractures, dislocations and muscular injuries; medical care of rescued persons; radio medical advice; pharmacology; sterilization and cardiac arrest, drowning and asphyxia. Certification is by Canadian Red Cross and the Marine Transport Canada and is valid for three years.

**Prerequisite(s):** Minimum of 16 years of age. Previous certification in Marine Basic first aid recommended.

**FBR-100 Program Orientation And Introduction***6 hours*

This course provides an overview of the trade, the organization and goals of the program and the expectations and requirements to successfully complete the program of study. In addition, expectations concerning safe work practices in the shop will be introduced.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-101 Trade Math Problems***40 hours*

During this course you will learn to apply math to solve problems as they relate to the metal fabrication trade.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-102 Trade Tools And Equipment***20 hours*

This course is designed to teach the correct and safe use of hand tools, power tools and trade equipment, and the ability to apply knowledge in a confident and competent manner. This course will also teach the student to calculate and apply safe working tonnages when they are required to use a press brake. Press brake testing will be without prior notice and the learner will be expected to apply and demonstrate knowledge in a safe and competent manner.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-103 Oxy-Fuel Cutting***45 hours*

This course is designed to teach all safety aspects of oxy-fuel equipment cylinders and their use. This course will also teach the student to operate the oxy-fuel equipment and cylinders in a confident, safe and competent manner.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-104 Welding***75 hours*

This course is designed to teach welding safety, and welding machine fundamentals such as the different types and their intended use. The student will be taught the different types of electrodes and their application. This course is designed to also allow the student to safely use welding machines and electrodes, and apply distortion control.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-105 Basic Drafting***18 hours*

This course is designed to teach basic sketching, drafting and the views and lines used, with the intent to allow sketching as an alternative method of communication. Also to develop an understanding of how drawings are made with the intent to understand blueprint reading.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-106 Blueprint Reading***30 hours*

This course is designed to teach student how to read blueprints of varying types with the intent to fabricate the object or objects that are on the blueprint and to develop a necessary bill of materials and/or cut list and the need for item numbers and their application. The interpretation of standard welding symbols is also a part of this course.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-107 Material Handling Equipment***10 hours*

This course is designed to teach the reason for correct material handling procedures and methods, also to operate material handling equipment. Students will learn how to calculate mass for safe lifting; and load carrying capacity of rope, chains, cable and synthetic slings. This course also teaches safe rigging and disconnecting.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-108 Structural Layout and Development-Techniques***20 hours*

This course is designed to teach identification of the structural shape used in the structural steel industry, how structural shapes are made at the steel mill and why mill tolerance would need to be taken into consideration. This course also teaches the student the fundamentals of structural template development, and fitting techniques. Also taught are the interpretation of engineer data sheets such as clip placement, hole pitch, hole gauge and edge distance, as well as the interpretation of abbreviations and symbols as used on structural drawings (Blueprints).

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-109 Plate And Sheet Development***30 hours*

This course is designed to teach plate and sheet pattern development, with emphasis placed on layout terms, line development; bend allowance, tolerances and nesting. This course also will allow the student to perform shop layout and processing.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-110 Surface Preparation***10 hours*

This course is designed to teach the student the common methods of metal preparation such as brushing, grinding, sand blasting, scraping, chemical, etc. Also covered are the methods of finishing after the metal has been prepared, such as: galvanizing, spray painting, anodizing, electroplating, etc. and the safety, and environmental considerations and property damage.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**FBR-111 Projects***386 hours*

This course is designed to apply common fitting practices used in the metal fabrication industry. Students will fabricate a project that will allow them to apply knowledge and develop fitting skills, as well as, reinforce material learned in the previous courses.

**Prerequisite(s):** Admission to the Metal Fabrication Program

**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-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 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 technical instruction, students will complete a series of related assignments which focus on technical processes such as scanning, digital photography, digital manipulation of photographs and illustrations, and video editing.

**Prerequisite(s):** FIN 110

**FIN-201 Digital Visual Arts II**

*4 hours, includes lecture + studio time, 3 credits*

This studio course builds on the digital visual arts fundamentals in FIN 200. With aesthetic instruction in tandem with technical knowledge, students will complete a series of related assignments which focus on adapting digital technologies to artistic practices. Students will develop their critical vocabulary and analytical skills through readings, presentations and critiques.

**Prerequisite(s):** FIN 200

**FIN-206 Graphic Arts Production***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-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-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 145

**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-250 Modern Art History**

*3 hours lecture, 3 credits*

This course explores the changing nature of art in the 19th and 20th centuries. It attempts to look at the cultural and technological changes that have occurred over this time period and consider their effects on the development of modern art. It also continues to build an understanding of the new methodologies employed in understanding the social, political and historical context in which art making takes place, that began in FIN 100/101, the History of Art and Visual Culture. Delivery is by lecture. It covers the time period from the mid nineteenth century to approximately 1980. Together with PHIL 240 it fulfills the second year academic requirement for the Fine Arts Diploma. The course will be delivered primarily in a lecture mode, accompanied by slides of the relevant material. From time to time course material available on video may be used as a supplement. An attempt will be made through the lectures to show a diversity of approaches to the History of Modern Art other than just a chronological recount. Lectures, weekly reviews, assigned readings, essays, assignments and exams are the fundamental components of this course. Discussion sessions are inserted through out and at the beginning and end of each class.

**Prerequisite(s):** FIN-101

**FIN-291 Directed Independent Study (Ceramics)**

*4 hours, includes lecture + studio time, 3 credits*

This course provides the student with an opportunity to investigate in depth one of five areas in ceramics and modeling. The areas are clay, glaze, firing, studio administration, and research. This course is designed for students who have completed 9.0 credits of ceramics courses. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 135, FIN 235 & FIN 236, and instructor permission

**FIN-292 Directed Independent Study (Drawing)**

*4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed twelve credits of drawing an opportunity to investigate one of several areas in drawing: portfolio preparation, exhibition preparation, research, drawing as a finished product, and material experimentation. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 110 & FIN 111 and FIN 210 & FIN 211, and instructor permission

**FIN-293 Directed Independent Study (Painting)***4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed twelve credits of painting an opportunity to investigate one of several areas in painting: alternate forms and materials, portfolio preparation, exhibition preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 120 & FIN 121 and FIN 220 & 221, and instructor permission

**FIN-294 Directed Independent Study (Printmaking)***4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed nine credits of printmaking an opportunity to investigate one of several areas in printmaking: studio administration, alternate forms and materials, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 115 & FIN 215 or FIN 115 & FIN 217, and instructor permission

**FIN-295 Directed Independent Study (Graphics)***4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed nine credits of graphics courses an opportunity to investigate one of several areas of graphics: computer software, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 203 & FIN 206 & FIN 209, and instructor permission

**FIN-296 Directed Independent Study (Photography)***4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed nine credits of photography courses an opportunity to investigate one of several areas of photography: studio lighting, darkroom techniques, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 145, FIN 245 & FIN 246, and instructor permission

**FIN-297 Directed Independent Study (Sculpture)***4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed 6 units of 3D and Sculpture an opportunity to investigate several areas in sculpture: alternative forms or materials, portfolio or exhibition preparation, or research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** FIN 130 and FIN 231, and Instructor permission

**FIN-298 Directed Independent Study (Mixed Media)***4 hours, includes lecture + studio time, 3 credits*

This course provides the student who has already completed twelve credits of 3D and sculpture an opportunity to investigate one of several areas of sculpture: alternate forms and material, portfolio or exhibition preparation or research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):** Instructor Permission

**FIN-710 Digital Photography 1***3 hours lab*

An introduction to the basics of digital photographic equipment, techniques and digital image workflow.

**Prerequisite(s):** Admission to the Professional Photography 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 to the 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/Photo Journal 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-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

**FIN-735 Design of Marketing Media***3 hour lecture, 3 hour lab*

Students will learn to produce branding and promotions in order to advertise their photographic services.

**Prerequisite(s):** Admission to Professional Photography Program

**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-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.

**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.

**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 034 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*

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*

This survey course about Canadian Aboriginals is designed to introduce students to first Nations, Inuit and Metis 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 Nuuchah-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

**FRE-100 Motifs I***4 hours lecture, or distance (D), 3 credits*

Motifs I and II together make up a complete introductory French program at the university level. With an emphasis on communicative proficiency, and based on the popular French in Action materials, the courses make use of video, audio and print material in order to develop the four language skills (listening, speaking, reading, and writing) and to introduce students to the diversity of the Francophone world.

**Prerequisite(s):** None

**FRE-101 Motifs II***4 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** FRE 100

**FRE-120 Motifs III***4 hours lecture, or distance (D), 3 credits*

Motifs III and IV continue the development of the four language skills, self-expression, and cultural insight begun in FRE 100 and 101. Completion of French to this level is the prerequisite for entry into standard 1st-year university French.

**Prerequisite(s):** FRE 101 or French 11

**FRE-121 Motifs IV***4 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** FRE 120

**FRE-145 Intermediate French I***4 hours lecture, or distance (D), 3 credits*

This course provides a complete review of French grammar presented within a cultural context. A study of selected literary readings will develop the student's ability to understand and compose short passages, together with typical and provocative articles that will promote active and critical in-class discussions of contemporary issues. Intermediate French I and II are strongly recommended for students who have taken French as a second language.

**Prerequisite(s):** FRE 121 or French 12

**FRE-146 Intermediate French II***4 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** FRE 145

**FRE-265 Advanced French I***4 hours lecture, or distance (D), 3 credits*

This course provides a continuation of the study of French grammar at an advanced level. A study of selected literary readings (French and French-Canadian), together with a variety of up-to-date and provocative articles and texts will allow the student to further improve both written and spoken French through practice in conversation, comprehension and composition. Advanced French I and II are strongly recommended for students who have taken the French immersion program.

**Prerequisite(s):** FRE 146, or equivalent, or C+ in français langue

**FRE-266 Advanced French II***4 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** FRE 265

**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.

**FRE-281 La Traduction: Translation (B)***3 hours lecture, 3 credits*

This course is a continuation to the practice and theory of translation as well as an introduction to the practice of interpreting (simultaneous, consecutive and liaison). Through a comparative analysis of the various structures in both French and English, the course will focus on different techniques and strategies to overcome the problems typically encountered when translating from one language to the other. The focus will be particularly placed on grammar, style and syntax.

**Prerequisite(s):** Provincial English 12 or one of ENG 060, ENG 098 or ESL 090 or placement testing and FRE 266.

**GAS-010 H2S Alive***8 hours*

This one-day course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H<sub>2</sub>S). The course covers the physical properties and health hazards of H<sub>2</sub>S, how to protect oneself and basic rescue techniques. Each student is required to operate self-contained breathing apparatus, a detector tube device, and perform rescue breathing on a mannequin. It is recommended that women wear 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.

**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):** Minimum C grade 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*

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***3 hours lecture, 3 credits*

This course takes a wholistic approach in examining the dynamic relationships between the physical and cultural environments associated with the people and places in Canada. The focus is on relationships, location and the resulting ever- changing geographic patterns that create the diversity, issues and opportunities facing Canada and Canadians. Some of the topics covered are: the physical setting, settlement patterns and growth, urbanization and politics, environmental regions, regional disparities and Canada's place on the international stage.

**Prerequisite(s):** GEO 105 & 106

**GEO-205 Geography of British Columbia***3 hours lecture, 3 credits*

GEO 205 explores the physical and human landscapes that are British Columbia. The course is a blend of the regional and wholistic systems approaches to the relationships between physiography, climate, resources and people. Basic geomorphology, natural hazards and other constraints on land use in British Columbia are examined.

**Prerequisite(s):** GEO 105 & 106

**GEO-210 Natural Resources Management I:-Introduction***3 hours lecture, 3 credits*

The course examines the major natural resources management issues on the global, national, provincial and local scales. Questions and concepts associated with the double-edged sword of conservation versus economic development are examined from the contrasting scientific and philosophical views. The emphasis is on solutions through public policy. Some of the topics covered are: renewable and non-renewable resources, resources and economics, terrestrial, marine and atmospheric resources, energy, minerals, options for the future and the role of non-government organizations.

**Prerequisite(s):** GEO 105 & 106

**GEO-211 Natural Resources Management II:-Wildlife***3 hours lecture, 3 credits*

The course introduces students to the world of wildlife. Then, the issues associated with wildlife utilization are examined. Wildlife management policies, programs, and practices are reviewed with particular emphasis on Canada and BC. Some of the topics covered include: animal behaviour, inventory methods, population monitoring, land use and wildlife, approaches to management, the conservation of wildlife and wildlife management in the Comox Valley.

**Prerequisite(s):** GEO 105 & 106

**GEO-214 Biogeography***3 hours lecture, 3 credits*

This course examines the changes in the geographic distribution patterns of plants and animals over geologic time. The attributes of the life layer involved in these shifting relationships are investigated from the geographic perspective. Sampling concepts, methods and tools of analysis are introduced. Some of the topics covered are: the basics of a functioning life layer, feedback in natural systems, disturbance and succession, interpreting distribution patterns, changing continents and climate, colonization, dispersal and invasion, genetic modification, extinctions, conservation and conservation planning.

**Prerequisite(s):** GEO 105 & 106

**GEO-215 Society and the Environment***3 hours lecture, 3 credits*

Global, national and regional perspectives on current environmental issues are the subject matter of this course. The social perspectives and rationale for the study of the natural and human environments are introduced. Topics include human effects on land and ocean environments, living natural communities, the human environment, the character of civilizations and planet management. A wholistic systems approach is used in examining the broad range of topics and issues involved. The academic and practical skills emphasized in the course include various types of research, oral communications and an awareness of and appreciation for a range of views on controversial issues.

**Prerequisite(s):** GEO 105 & 106

**HCA-100 Health and Healing: Concepts for-Practice***70 hours lecture, 3 credits*

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-105 Health I: Interpersonal Communications***50 hours lecture, 3 credits*

This course focuses on the development of self-awareness and increases understanding of others, and development of effective interpersonal communications skills that can be used in a variety of caregiving contexts. Students will be encouraged to become more aware of the impact of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-110 Health II: Lifestyle & Choices***30 hours lecture, 2 credits*

This course provides an introduction to the holistic concept of health and the components of a health-enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices and, consequently, their health. Students will be introduced to a model that can be applied in other courses to understand the multifaceted aspects of health and healing.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-115 Healing I: Caring for Individuals-Experiencing Common Health Challenges***115 hours lecture, 4 credits*

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-120 Healing 3: Personal Care and Assistance***120 hours lab, 3 credits*

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-125 Healing 2: Caring for Individuals-experiencing Cognitive or Mental-Challenges***60 hours lecture, 3 credits*

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centred intervention strategies.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-130 Work Role: Introduction to HCA***30 hours lecture, 2 credit*

This course provides an introduction to the role of the HCA within the British Columbia healthcare system. Students will be introduced to the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-140 Practice Experience I***105 hours practicum, 4 credits*

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility.

**Prerequisite(s):** Admission to the Health Care Assistant Program

**HCA-145 Practice Experience II***60 hours practicum, 2 credits*

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency and gain abilities that will prepare graduates to assume the role of a Community Health Worker.

**Prerequisite(s):** Admission to Health Care Assistant Program. Successful completion of the appropriate HCA theory courses is required to progress into the Practice Experience.

**HCA-150 Practice Experience III***105 hours practicum, 4 credits*

This final supervised practice experience provides an opportunity for the learner to become better prepared to take on the role of the Health Care Assistant. This course provides students with a further opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility.

**Prerequisite(s):** Admission to Health Care Assistant Program. Successful completion of the appropriate HCA theory courses is required to progress into the Practice Experience.

**HEO-100 Heavy Equipment Operator: Foundation-Course**

This course is the theory component of the BC Road Builders & Heavy Construction Association Industry recognized pre-employment Foundation program, aimed at preparing you for a career in Road Building and Heavy Construction. Heavy Equipment Operator means a person who operates heavy machinery such as rock trucks, loaders, excavators, backhoes, dozers and graders. These machines are used for in heavy construction, earth moving, road building, mining, and forestry. Operators may also be responsible for the basic maintenance of equipment, safety around equipment and the compliance of markers, grades and stakes. This course is part of the HEO Foundation Program which leads to an ITA Certificate of Completion for the Road Builder & Heavy Construction Foundation Program.

**Prerequisite(s):** Admittance to Heavy Equipment Operator Foundation Program

**HIS-060 Provincial ABE Social Studies- (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 ENG 052

**HIS-111 Canadian History: Pre-Confederation***3 hours lecture, or distance (D); online; Hybrid online + tutorial, 3 credits*

This course provides a general chronological overview of Canadian history in the pre-Confederation era. It introduces some of the major political, social and economic events that shaped early Canadian development.

**Prerequisite(s):** C in one of 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*

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*

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*

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*

HIS 122 seeks to place contemporary international affairs within a broad historical and analytical perspective. The course highlights a number of events, trends and themes that have shaped the history of both individual nations and the international system since the end of World War II. Topics to be studied will include the history of the Cold War; decolonization and the struggle of developing nations to gain political and economic stability; the 'rise' of Asia: the Arab-Israeli Conflict; the Islamic resurgence; the collapse of Soviet-style communism and the nature of conflict in the post-Cold War world; the development of the global economy since Bretton Woods; and the relationship between the history of international institutions and world issues since 1945.

**Prerequisite(s):** C in one of ENG 060, ENG 098, ESL 090, or Provincial English 12.

**HIS-130 World Religion***3 hours lecture, 3 credits*

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*

The secret of life, explains the sacred tavern-keeper Siduri in an ancient Sumerian epic, is that there is no secret. "When the gods created man they allotted to him death, but life they retained in their own keeping", he tells the king Gilgamesh. "Fill your belly with good things, dance and be merry, feast and rejoice. Let your clothes be fresh, bathe yourself in water, cherish the little child that holds your hand, and make your wife happy in your embrace; for this too is the lot of man." This course will in some ways defy the strictures of Utnapishtim in returning to the questions that rest at the centre of world mythology. Who are we? Where do we come from? Where are we going? What is the nature of the cosmos? What is the relationship between the individual, the family, the community and the transcendent? How are life and death intertwined? We will discuss such questions in a philosophical context but the thrust of the course will be to use an historical and comparative framework that analyzes particular mythic traditions. Rather than attempt to encompass all of world mythology within a one-term course, we will focus upon the myths of Babylonia, Egypt, Greece, Rome, Northern Europe, Mesoamerica and the Pacific Northwest as case studies.

**Prerequisite(s):** C in one of 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

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-215 History of Modern Europe I**

3 hours lecture, online, or Hybrid online/tutorial, 3 credits

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

**Prerequisite(s):** C in one of 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

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

"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

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

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

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*

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*

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*

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 CPR Level A with AED***4 hours*

This course covers skills needed to recognize and respond to cardiovascular emergencies for adults. Topics include choking, airway and breathing emergencies, prevention of disease transmission, Automated External Defibrillation (AED).

**Prerequisite(s):** 16 years of age before course starts

**HRT-011 CPR Level C with AED***6 hours*

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

**Prerequisite(s):** 16 years of age before course starts

**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, Red Cross, EMP or St. John's 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-025 Automated External Defibrillator - AED***4 hours*

This course is designed to teach the general public and first aid attendants how to use an automated External Defibrillator (AED). Certification is by the Red Cross and is valid for three years.

**Prerequisite(s):** Minimum of 16 years of age. Must have current CPR or Occupational First Aid certification.

**HRT-030 CPR Instructors Course***28 hours*

This course is designed to qualify instructors for delivery of all CPR and AED level courses using standardized Curriculum and Learning Outcomes. Course content follows the First Aid Instructor's Manual and includes skill assessment, Facilitation philosophy, Administration, PDT, CPR course outlines. Upon completion Instructors will be qualified to prepare, deliver and evaluate CPR students. NOTE: Skill testing in the course is not a relearning opportunity. Candidates whose skills are not up to standard will not be permitted to attend the remainder of the course. (CPR Instructor certification with an expiry date of three years from the last day of the month the course was completed.)

**Prerequisite(s):** All Instructor & Instructor Recertification courses must be reviewed by the NIC Department prior to Registration as follows: 18 years of age or older at the start of the course; CPR Level HCP. Post Requisites(s) 8 hours co-teach (recommended to 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-"Course"***8 hours*

This course is designed to maintain Instructor level qualifications for delivery and evaluation of all CPR level courses using standardized Curriculum and Learning Outcomes. (CPR and AED Instructor certification with an expiry date of three years from the last day of the month the recertification course was completed.)

**Prerequisite(s):** All Instructor & Instructor recertification courses must be reviewed by the NIC First aid Department prior to registrations as follows: 18 years of age or older at the start of the course; current CPR Instructor First Aid award; Must have taught a minimum of 3 CPR courses during the 3 year period since obtaining the Instructor designation or recertification. Any CPR courses may be considered. At least one of 3 courses must be a Level "C".

**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):** Admission to the Human Service Certificate - Educational Assistant/Community Support, Indigenous Focus Certificate 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-152 Foundations of Human Service Practice***3 hours lecture, 3 credits*

This course introduces students to a wide range of social problems through exploration of definition, evidence, causation, consequences, values and intervention. The student will be introduced to a variety of viewpoints, with an emphasis on a critical thinking approach.

**Prerequisite(s):** Acceptance into the Human Service Certificate Program

**HSW-164 Foundations of Community Support***3 hours lecture, 3 credits*

This course introduces students to a diversity model approach regarding persons with disabilities. Supports and services that empower persons with disabilities are presented and the strengths of person with disabilities are emphasized. Issues of devaluation and discrimination of individuals with disabilities will be identified and discussed. There is a focus on person-centered practice and a strengths perspective.

**Prerequisite(s):** C minimum in all first term HSW courses; or C minimum in ENG 115 and HSW 152

**HSW-166 Health Care Principles***3 hours lecture/lab, 3 credits*

This course gives an introduction to physical care planning with emphasis on developing physical care skills. Areas of study include basic anatomy and physiology of body systems, basic assessment and physical care skills, common health challenges among persons with physical disabilities, nutrition and food handling, body mechanics. Ethics and legal issues related to health care will also be explored. Community resources for health information and support will be introduced.

**Prerequisite(s):** C in all 1st term HSW courses

**HSW-167 Support Strategies for Skill Development***3 hours lecture, 3 credits*

This course introduces students to the principles of positive behaviour support. Students will learn methods for identifying, observing, measuring, and reporting behaviour and skills. Support strategies for skill development and enhancement of quality of life will also be included.

**Prerequisite(s):** C in all 1st term HSW courses

**HSW-170 Education Assistant/Community Support-Practice Experience I***6 - 8 hours/week practicum + 3 hours seminar/week at NIC, 3 credits*

Students complete a practicum of six to eight hours per week in an agency, facility or school setting. The practicum site is chosen to complement the course selection and certificate designation. This experience emphasizes a generic approach with a focus on the establishment of a knowledge base, initial skill development, and an understanding of professional expectations. Weekly seminars assist students to make a connection between theory and their practice while building proficiency at self evaluation.

**Prerequisite(s):** C in all 1st term courses

**HSW-171 Special Populations Practice Experience-II***30 hours/week practicum placement for 6 weeks + 3 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-174 Education Assistant Practice Experience-II***30 hours/week practicum placement for 6 weeks + 3 hours seminar/week, 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-211 Supporting Communication and Curriculum-In the classroom***30 hours lecture & lab, 2 credits*

The goal of HSW 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-213 Curriculum Foundations***3 hours lecture, 3 credits*

This course will familiarize students with curriculum materials and instructional strategies and present various methods for adapting and modifying curriculum. Special focus will be given to literacy and numeracy development and skills.

**Prerequisite(s):** EA/CS Certificate or EA/CS Indigenous Focus Certificate

**HSW-214 Behaviour Disorders in Schools***3 hours lecture, 3 credits*

This course explores the area of behavioural disorders within the context of the school setting. It provides specific information about behavioural, emotional and mental health disorders that affect students' success in schools. The course provides an understanding of the conceptual framework of behavior. The course takes an in-depth look at FASD, ADD/ADHD, anxiety and mental health issues in the context of how these conditions affect students in the school setting and provides strategies to work effectively with students.

**Prerequisite(s):** EA/CS Certificate or EA/CS Indigenous Focus Certificate

**HSW-250 Advanced Practice Experience***30 hours/week practicum and 2 hours/week seminar for 8 weeks, 5 credits*

It is expected that the student enrolling in HSW 250: Advanced Practice Experience, is proficient in basic human service worker skills and is ready to move to a more challenging experience. The Advanced Practice Experience is eight weeks in length and 30 hours/week. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

**Prerequisite(s):** C Minimum in all prior Human Services Diploma courses.

**HUC-100 Hospital Unit Clerk - Overview***3 hours lecture, .5 credit*

This course is designed to give an overview of the program and the skills needed to work in this field. Course outlines will be reviewed and there will be an observational field trip to a local hospital.

**Prerequisite(s):** Admission to the Hospital Unit Clerk Certificate Program

**HUC-101 Anatomy, Physiology & Medical-Terminology***3 hours lecture, 2 credits*

Acquire a medical terminology vocabulary related to body systems necessary to communicate information in a medical office or hospital environment. Learn and practice the principles of medical words formation, including the basic rules of building medical words, identifying suffixes, prefixes, and combining forms related to the structures and functions of the associated systems of the body. This intensive course, requires approximately 8 hours of homework per week. Text, *The Language of Medicine*, is required.

**Prerequisite(s):** HUC 100

**HUC-103 Introduction to Pharmacology***3 hours lecture, 1.5 credits*

This course is an introduction to basic non-clinical pharmacology. The student will be able to identify and correctly spell commonly used medications and explain their classifications, the four mechanisms of drug actions, type of drug preparations, pharmaceutical abbreviations and terminology. The structure of this course is based on a body systems approach to learning.

**Prerequisite(s):** HUC 101

**HUC-104 Non-Clinical Management of the Nursing-Unit***3 hours lecture, .5 credit*

An introduction to professional communication in a hospital unit setting. Topics include: perception of self and others, verbal and nonverbal communication, appropriate professional conversation, listening skills, self-disclosure and feedback, telephone skills, patient confidentiality. Examines communication methods and tools used by the Hospital Unit Clerk, and communication devices used in the hospital.

**Prerequisite(s):** HUC 103

**HUC-105 Unit Clerk Procedures And Observation***3 hours lecture, practicum, 3 credits*

This course is designed to introduce the student to management techniques and communication in a hospital environment. It deals with the transcription and understanding of physicians' orders - the major and most critical function of the Unit Clerk. This would include dietary, laboratory, diagnostic imaging, respiratory care, physical and occupational medicine and medications.

**Prerequisite(s):** HUC 104

**HUC-106 Unit Clerk Practicum***Clinical Practice, 2.5 credits*

The practicum provides an opportunity for the student to integrate and apply skills and knowledge obtained through coursework, and practice skills in a workplace setting. The student will be expected to work the days that the instructor assigns, which could involve day, evening, or weekend schedules.

**Prerequisite(s):** HUC 105

**HVA-100 Heavy Duty Apprenticeship Level I***180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**IMG-100 Programming for Web Design I***3 hours lecture, 1 hour lab, 3 credits*

This practical course introduces students to the development of database-driven web-server applications. PHP (PHP: Hypertext Preprocessor) scripting is used to define the logic and behaviour of student-developed web applications while SQL (Structured Query Language) is used to communicate with the underlying relational database engine. Students will install a development environment to learn and practice essential programming skills and elements of database design and usage. Student may receive credit for either IMG100 or CPS100 but not both.

**Prerequisite(s):** Principles of Mathematics 11 and English 12

**IMG-102 Computer Graphics I***4 hours, lecture and studio time, 3 credits*

This course provides students with a working knowledge of industry standard hardware and software for communication design and basic instruction in computer technology. Computers as a design tool will be discussed in terms of context, historical developments and impact on the field of communication design. Students will apply design principles and their own creative skills to illustration and photo editing for design applications, focusing on Adobe Illustrator and Photoshop.

**Prerequisite(s):** IMG 105 as a co-requisite

**IMG-103 Computer Graphics II***4 hours, lecture and studio time, 3 credits*

This course is designed to further develop concepts and skills introduced in IMG 102. In this course Adobe In-Design will be added to the students' software repertoire. Pre-press and the computer as a production tool will be emphasized and colour management will be addressed. Students will develop practical skills in applying software programs to page layout for newspapers, magazines and further their illustration and image editing skills.

**Prerequisite(s):** IMG 102

**IMG-105 Communication Design I***4 hours, lecture and studio time, 3 credits*

This course provides a general overview of contemporary practices in Communication Design. Design principles and theories of visual perception are integrated into projects that cover identity design, advertising, web design and the design process. Students discuss historical and contemporary concepts and ideas.

**Prerequisite(s):** None

**IMG-110 Web Tools I***3 hours lecture, 1 hour lab, 3 credits*

This course introduces students to the skills needed to build the front-end of a website. Topics covered are concepts of the Internet and World Wide Web, HTML/XHTML, and CSS. Dreamweaver will be used as the developmental tool throughout the course. Web usability will be introduced. Web site critic and development projects are important components of the course. A student may receive credits for either IMG 110 or CPS 165 but not both.

**Prerequisite(s):** Principles of Mathematics 11 and English 12

**IMG-111 Web Tools II***3 hours lecture, 1 hour lab, 3 credits*

This course will continue on the web skill development started with Web Tool I. Topics covered include advanced JavaScript, jQuery, DHTML and XML. A course project is a required component of the course.

**Prerequisite(s):** IMG 100, IMG 110

**IMG-112 Typography***4 hours, lecture and studio time, 3 credits*

Graphic design exists to enhance communication, and language (written or oral) is our primary means of communicating. This studio course develops aesthetic and conceptual skills for visual communication problems in which type is the primary element. Historical reference gives context to the evolution of written communication. Students learn to relate the elements and principles of design to typography and projects facilitate students in identifying, classifying, and creating letter forms. Students will analyse form and content issues, typographic emphasis, composition, organization and clarification of information and grid systems.

**Prerequisite(s):** IMG 105

**IMG-120 Web Animation***3 hours lecture, 1 hour lab, 3 credits*

This course introduces principles of motion graphics design and teaches students to develop skills needed to build the graphic and web animations. Topics covered include concepts and basic techniques of bitmap and vector graphics animation, animation with multimedia, animated website, ActionScripts, and an introduction to Scalable Vector Graphics (SVG). Flash will be used as the main tool in the course. An animation project is a required component of the course.

**Prerequisite(s):** Principles of Mathematics 11 and English 12

**IMG-130 Project Management***3 hours lecture, 1 hour lab, 3 credits*

This course introduces principles and methods of project development and management. Students will use up-to-date tools to manage a Website project. Web analytics concepts, methods, and tools will be explored to evaluate website business effectiveness. A student may receive credits for either IMG 130 or CPS 151 but not both.

**Prerequisite(s):** IMG 100, IMG 110

**IMG-201 Programming for Web Design II***3 hour lecture, 1 hour lab, 3 credits*

This course places focus on more advanced features of PHP and other technologies for development of larger web server applications. Students will learn object-oriented design with PHP and UML in the context of a PHP framework and ORM. Several essential software design patterns will be introduced. Template engines will be used to achieve separation of content and appearance. AJAX with JSON or XML will be used in practical projects.

**Prerequisite(s):** IMG 111**IMG-202 Web Programming III***3 hour lecture, 1 hour lab, 3 credits*

This course introduces the Microsoft .NET framework, the C# programming language, and web applications development using ASP.NET. Topics covered include concepts of .NET Framework, Visual Studio.NET, fundamentals of C# programming language, HTML server controls, Web controls, state management, data access with ADO.NET, loading and manipulating XML documents, Web Services, and ASP.NET security. A website development project is an important component of the course. Students may receive credit for either IMG202 or CPS221 but not both.

**Prerequisite(s):** IMG 111**IMG-206 Advanced Interactive Design***2 hours lecture, 2 hours lab, 3 credits*

Advanced Interactive Design links design concepts and the development of interactive digital media, particularly related to CD-ROM, DVD, and advanced Internet applications. This course deals with the design of user-centric interfaces, and the technical implementation of interactive media, particularly using Flash and Actionscript. It also focuses on the planning, process, and creation of digital media projects and customizations for delivery following the design features and constraints of the respective delivery mediums.

**Prerequisite(s):** Web Design Certificate or Communication Design Diploma**IMG-208 Communications Design II***4 hours, lecture and studio time, 3 credits*

Skills and experience gained in the first year of study find coordinated application to increasingly complex design projects. This course concentrates on the design of visual communications for print, web and display. Concept development, design principles, computer skills, presentation, and marketing theory will be addressed and applied to studio assignments. Assignments take the form of a range of projects in various media. This course is essential for the development of a working portfolio.

**Prerequisite(s):** Corequisites: FIN 110, IMG 102**IMG-209 Communication Design III***4 hours, lecture and studio time, 3 credits*

This course further develops the theory and skills gained in IMG 208. Assignments will require conceptual and visual development that challenges students' creativity and ability to think 'outside the box'. Students design for systems that entail specific client objectives, audience profiles, budgets, and production plans. Assignments take the form of a range of projects in various media. This course is essential for the development of a working portfolio.

**Prerequisite(s):** IMG 208 FIN 110**IMG-210 Web Tools III***3 hours lecture, 1 hour lab, 3 credits*

The goal of this course is to integrate student web development skills into a large dynamic CMS. Students will learn to set up CMS user access levels, sections, categories, plug-ins, and components. Students will acquire knowledge to activate existing CMS templates as well as to develop their own CMS templates. CMS installation, deployment, backup, and security will be covered. Search engine optimization will be practiced in the context of a course long project. Students may receive credit for either IMG210 or CPS270 but not both.

**Prerequisite(s):** IMG 110, IMG 111**IMG-230 Web Server Administration***3 hours lecture, 1 hour lab, 3 credits*

This course provides students with knowledge to effectively administer both Apache and IIS web servers. Students will learn to install, configure, and manage both web servers in testing and development environments. Students will acquire skills to secure web servers with variety of techniques such as encryption, digital certificates, permissions, and logging. Server workload and network monitoring will be used to optimize server performance. Virtual hosting will be explored in practical projects. Students may receive credit for either IMG230 or CPS215 but not both.

**Prerequisite(s):** IMG 111, IMG 130**IMG-240 Emerging Technologies***3 hours lecture, 1 hour lab, 3 credits*

This course will cover new and emerging technologies that have a profound impact on development of web applications. The current offering of this course will focus on Ruby programming language and Ruby on Rails framework for agile development of web applications. Students will learn to design and implement web server applications with Model-View-Controller architecture using components of Ruby on Rails including Active Record, Action Controller, and Action View. Other selected emerging web development technologies may also be explored.

**Prerequisite(s):** IMG 201, IMG 230

**IMG-250 Web Game Development***3 hours lecture, 1 hour lab, 3 credits*

In this course, students will be introduced to the design and development of computer games using software tools such as Flash. Topics covered include overview of game design, storyboard construction and prototype building, game audio, basic collision detection, and scoring system implementation. Variety of games will be explored and implemented. A game development project is an important part of the course.

**Prerequisite(s):** IMG 111, IMG 120

**IMG-260 E-Commerce***3 hours lecture, 1 hour lab, 3 credits*

This course introduces the design and implementation of Web-based Electronic Commerce systems. Topics covered include E-Commerce introduction, electronic payments system, multi-tier architecture and its implementation, security, privacy, and legal issues. During the course students will work in groups to develop a Web based transaction processing system using up-to-date technologies and tools. Students may receive credit for either IMG260 or CPS208 but not both.

**Prerequisite(s):** IMG 100, IMG 110

**IMG-290 Portfolio Project I***4 hour lab, 3 credits*

Students will create a project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realization which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

**Prerequisite(s):** Successful completion of all courses offered in the first three semesters of the student's specific program, either Web Development or Communication Design.

**Corequisite:** Student must be enrolled in or finished all other courses offered in the fourth semester of their specific program.

**IMG-390 Portfolio Project 11**

Students will create a significant final project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realisation which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

**Prerequisite(s):** Students must be enrolled in the last term of the Advanced Communication Design Diploma

**JNY-100 Introduction to the Joinery Trade & Safety***23 hours*

This course describes the Joinery trade, the role of the apprentice, and employer-employee relations. As well, safe work practices, fire prevention, safe material handling, and WorkSafeBC regulations are included.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-105 Identify Materials***125 hours*

This course describes the materials and their applications in the Joinery Trade including solid wood, panel products, plastic laminates, glass, specialty materials, adhesives and hardware.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-110 Identify Woodworking Joints***16 hours*

This course describes the basic methods of joining pieces of wood together for different applications.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-115 Apply Layout Techniques***117 hours*

This course describes the different methods of sketching and drafting of wood objects used in the Joinery Trade. Students will apply these methods in producing sketches and drawings.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-120 Use Hand Tools***140 hours*

This course will enable the student to identify, describe, and use basic hand tools for measuring, sawing, planing, edge cutting, boring, fastening, and metalworking operations.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-125 Use Portable Power Tools***78 hours*

This course will enable the student to describe, use, and maintain electric and air power sources, saws, drills, power planes, routers, biscuit joiners, sanders, staplers, and nailers.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-130 Use Woodworking Machines***203 hours*

This course will enable the student to identify and describe the methods and tools to machine wood to specific sizes as well as to use and maintain stationary sawing machines, jointers, planers, drilling machines, sanding machines and the lathe.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-135 Use Assembly Techniques***47 hours*

This course describes the types and uses of clamps used for holding wood joints together while adhesives set. Assembly techniques for wood products and plastic laminate application are also included.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-140 Apply a Finish***23 hours*

This course describes the tools, materials, and methods used to prepare and repair a wood surface for finishing.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**JNY-145 Install Millwork***8 hours*

This course describes methods used in a cabinet or millwork shop to identify and mark millwork for installation, procedures to protect millwork, and procedures to document the manufacture, installation, and invoicing of millwork.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**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***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 academic Mathematics 11 (MAT 053).

**Prerequisite(s):** C+ in (highschool Math), MAT 034, or placement testing

**MAT-053 Advanced Mathematics***4.5 hours lecture, distance (D), or online, 3 credits*

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

**Prerequisite(s):** C+ in Principles of Math 10 or MAT 034, or placement testing. It is strongly recommended that students with less than an A in MAT 034 take MAT 046 prior to this course

**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 three core topics (Operations with Real Numbers, First Degree Equations and Inequalities, Equations and their Graphs), and must then complete three optional topics (e.g. Systems of Equations, Consumer Mathematics, Finance, Data Analysis, Measurement, Geometry, Trigonometry). This course can be used as the Math requirement for the B.C. Adult Graduation Diploma.

**Prerequisite(s):** C+ in one of Mat 034, Principles of Math 10, Applications of Math 10, Essentials of Math 11 or placement testing, basic keyboarding skills recommended

**MAT-060 Provincial ABE Mathematics***4 hour lecture, 2 hour lab or Distance or web-based*

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

**Prerequisite(s):** C+ in Principles of Math 11 or Precalculus Math 11 or MAT 053 or B+ in Foundations of Math 11 or placement testing

**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 B.C. 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-071 Introduction to Math for Trades***3 hours lecture, 3 hours lab*

This program provides the student an introduction into the fundamentals of various trades and within that context the applied math commonly used. The outset of the program would develop the foundations of applied math similar in all of the trade areas. The student will then branch out to more specific trade related problems. The goal is to instill and reinforce basic skills and knowledge in the area of applied math to enter trades training at the post-secondary level.

**Prerequisite(s):** MAT 023 or Grade 9 Math or Placement Testing

**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 Math 12 (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-133 Matrix Algebra***3 hours lecture, 1.5 hours tutorial, 3 credits*

MAT 133 is an introduction to matrix algebra. It is a required course for students planning to transfer into a University engineering program. Topics include complex numbers, systems of linear equations, matrix operations, determinants, linear transformations, independence, eigenvalues and eigenvectors.

**Prerequisite(s):** C+ in Principles of Math 12 or MAT 067

**MAT-151 Finite Mathematics***3 hours lecture or web-based distance, 3 credits*

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):** Principles of Math 12 or MAT 067

**MAT-162 Mathematics for Elementary Education I***3 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** 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*

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*

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*

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*

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*

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*

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*

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*

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

**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) - 25 Miles***8 hours*

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

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

**MED-031 Marine Emergency Duties Basic Safety-Course***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):** ALL students registering for Marine courses must provide their Canadian Document Number (CDN) at the time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transport Canada requirement.

**MED-032 Marine Emergency Duties Small Vessel-Safety Course***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):** ALL students registering for Marine courses must provide their Canadian Document Number (CDN) at the time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transport Canada requirement.

**MEH-100 Introduction to Shop Safety***45 hours*

This module introduces students to basic safety, safe work practices, hazard recognition, safe material handling, safe operation of equipment, fire prevention and WorkSafe BC regulations.

**Prerequisite(s):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to the Heavy Duty/Commercial Transport Mechanics Program

**MEH-124 Final Comprehensive Exam***20 hours*

This module prepares the student for the final comprehensive exam for the entry Level Heavy Duty/Commercial Transport Mechanics program.

**Prerequisite(s):** Admission to the Heavy Duty/Commercial Transport Mechanics Program

**MVF-011 Traffic Control Person**

Traffic Control Persons are responsible for construction traffic safety and make the greatest number of public contacts of all construction maintenance personnel. Learn about the Industrial Health and Safety Regulations. After successful completion of the course a photo ID Certification, valid for three years, is issued by the BC Safety Network.

**MWA-100 Millwright Apprenticeship Tech Tr Level1***210 hours*

As described within the BC Millwright Apprenticeship Program Outline

**Prerequisite(s):** ITA Registered Apprentice

**MWA-200 Millwright Apprenticeship Tech Tr Level2***210 hours*

As described within the BC Millwright Apprenticeship Program Outline

**Prerequisite(s):** ITA Registered Apprentice

**MWA-300 Millwright Apprenticeship Tech Tr Level3***210 hours*

As described within the BC Millwright Apprenticeship Program Outline

**Prerequisite(s):** ITA Registered Apprentice

**MWA-400 Millwright Apprenticeship Tech Tr Level4***210 hours*

As described within the BC Millwright Apprenticeship Program Outline

**Prerequisite(s):** ITA Registered Apprentice

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

26 hours

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

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

### NAU-010 Safe Boating (theory)

8 hours

Forthcoming Coast Guard regulations will require operators of power driven vessels to carry operator proficiency certification. On successful completion of this Coast Guard approved eight-hour course and exam, the participant will be issued with a "Pleasure Craft Operator Card". Topics include: rules of the road, aids to navigation, marine weather, boating legalities, safety equipment, preparing your boat, getting underway, dealing with emergencies, seamanship and nautical terminology.

**Prerequisite(s):** None

### NAU-014 Master, Limited

105 hours

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

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

### NAU-016 Restricted Operator Certificate --Maritime

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):** Minimum 18 years of age. Must present an existing ROC certificate valid (1999 or earlier) when registering to attend the last 2 days of classes only. Canadian Power & Sail Squadron certificates do not meet this requirement. Persons without an existing ROC certificate must attend all 3 days of classes (NAU 051).

### 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.

### 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). Please note: Existing ROC certificate holders who take a valid (1999 or earlier) certificate to class, are required to attend the last 2 days of classes only (NAU 041). Canadian Power & Sail Squadron certificates do not meet this requirement. You must present this certificate when registering. Persons without an existing ROC certificate must attend all 3 days of classes.

**Prerequisite(s):** Minimum 18 years of Age

**NUR-102 Relational Practice I: Self and Others***3 hours seminar, 3 credits*

The premise underlying this course is that nursing is an experience lived between people (Paterson & Zderad, 1976). Students explore the multiple factors that influence their own capacity to be in caring relation to others (individual, family, groups, populations, communities). They learn to question personal perspectives of experience; to uncover attitudes, beliefs and values; and to share and acknowledge differences. Emphasis is placed on a phenomenological attitude to view the structure and experiences that make up their own and other people's lives (Hartrick, 1997).

**Prerequisite(s):** Admission to the Nursing Program

**NUR-103 Professional Practice I: Introduction to-the Profession of Nursing***3 hours seminar, 3 credits*

This course provides an introduction to the profession of nursing. The philosophical foundations and the foundational concepts of the curriculum are explored. The history of nursing, including a gendered analysis of the profession, is examined. The role of the nurse in the health care system is emphasized, as is the relationship between theory, practice, and research. Participants are introduced to the processes of critical thinking, critical reflection, and critical writing.

**Prerequisite(s):** Admission to the Nursing Program

**NUR-104 Nursing Practice I: Introduction to-Nursing Practice***1 hour seminar + 5 hours practice bi-weekly, 1.5 credits*

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of the profession of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

**Prerequisite(s):** Admission to the Nursing Program

**NUR-105 Health and Healing I: Living Health***3 hours seminar + 3 hours learning center, 6 credits*

This course is an introduction to the meaning of health including personal health, family health, community health and societal health. Participants examine significant theoretical and conceptual frameworks of health including health promotion, primary health care, prevention and determinants of health. By reflecting on personal experiences, participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values and perceptions of health held by others. Opportunities to learn basic health assessment skills are included in this course.

**Prerequisite(s):** Admission to the Nursing Program

**NUR-113 Professional Practice II: Introduction-to the Discipline of Nursing***3 hours seminar, 3 credits*

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory and research are explored.

**Prerequisite(s):** Successful completion of Term 1

**NUR-114 Nursing Practice II: Coming to Know the-Client***1 hour seminar + 12 hours practice bi-weekly, 3 credits*

This nursing practice experience provides opportunities to develop caring relationships with groups, families and individuals across the lifespan. Emphasis will be placed on health assessment and coming to know how clients understand and promote their health, and the role of the nurse in partnering with the client in this process. Participants work with groups, families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice.

**Prerequisite(s):** Successful completion of Term 1

**NUR-115 Health and Healing II: Health-Indicators***3 hours seminar + 3 hours learning center, 6 credits*

Building on Health I, this course focuses on individual, family and community health assessment. Participants will have opportunities to explore and critique various theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. The concept of assessment within the context of decision making is explored. Opportunities to learn basic health assessment skills are included in this course.

**Prerequisite(s):** Successful completion of Term 1

**NUR-175 Consolidated Practice Experience I***Practice and Learning Center, 6 credits*

The transitional practice experience is designed to assist students to move forward with the health focus of year one towards the focus on health challenges in year two. Hence this practice experience consists of two parts: two weeks in the nursing learning centre to practice skills that are foundational to providing personal care, and two weeks in a practice setting where students will have the opportunity to practice personal care while furthering the development of their assessment skills and their understanding of health and health promotion.

**Prerequisite(s):** Successful completion of Term 2

### **NUR-202 Relational Practice II: Creating Health--Promoting Relationships**

*3 hours seminar, 3 credits*

Building on Relational Practice I, in this course participants move beyond personal discovery to a focus on relational caring. The major emphasis of the course is relational practice with individuals, families, and groups from diverse backgrounds of age, culture, and experience. This is an experiential course designed to deepen the participants' understanding of caring and how the connection between caring and relationship provides the context for health and healing. Participants explore theories and processes of caring, relational identity development of self as nurse, and relational practice as enacted across a range of settings and contexts.

**Prerequisite(s):** Successful completion of year 1

### **NUR-204 Nursing Practice III: Promoting Health-And Healing**

*2 hours seminar + 10 hours practice, 6 credits*

This nursing practice experience provides opportunities to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their unique health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals experiencing common health challenges (both episodic and chronic) in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health and healing for the individual and the family.

**Prerequisite(s):** Successful completion of year 1

### **NUR-206 Health And Healing III: Health-Challenges/Healing Initiatives**

*3 hours seminar, 3 hours learning centre, 6 credits*

Building on the learners' understanding of health, the focus of this course is on people's experience with healing for both chronic and episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. This course is complementary to Health Sciences III and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

**Prerequisite(s):** Successful completion of year 1

### **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 practice, 6 credits*

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their health and healing processes when experiencing more complex health challenges, both episodic and chronic. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health for the individual and the family.

**Prerequisite(s):** Successful completion of Term 3

### **NUR-216 Health and Healing IV: Health-Challenges/Healing Initiatives**

*3 hours seminar, 3 hours learning centre, 6 credits*

Participants in this course continue to develop an understanding of people's experience with healing related to a variety of increasingly complex chronic and episodic health challenges within a variety of practice contexts. This course is complementary to Health Sciences IV and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

**Prerequisite(s):** Successful completion of Term 3

### **NUR-276 Consolidated Practice Experience II**

*8 weeks (192 hours) practice, 8 credits*

In this consolidated practice experience, opportunities are provided to develop caring relationships for the purpose of healing and health promotion with individuals and families experiencing increasingly complex chronic and episodic health challenges. The community and society are considered as contextual influences on the promotion of health for the individual and the family. Participants have opportunities to consolidate learning from the first and second year of the program in a variety of settings.

**Prerequisite(s):** Successful completion of Term 4

### **NUR-302 Relational Practice III: Connecting-Across Difference**

*3 hours seminar, 3 credits*

Building on the concepts introduced in Relational Practice I and II and other previous courses, Relational Practice III provides a synthesis of knowledge that is the basis of critical analysis. This course focuses on enhancing participants' everyday relational practice with individuals, families, and groups. The emphasis is on engaging with the complexities of difference in everyday nursing practice and the challenges these complexities might pose for being in-relation with clients.

**Prerequisite(s):** Successful completion of Year 2

### **NUR-304 Nursing Practice V: Promoting Health-and Healing**

*2 hours seminar + 10 hours practice, 6 credits*

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families while coming to understand their health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice.

**Prerequisite(s):** Successful completion of Year 2

### **NUR-306 Health and Healing V: Complex Health-Challenges/Healing Initiatives**

*3 hours seminar, 3 hours learning center, 6 credits*

This course builds on Health and Healing I and II and Health Sciences III and IV and provides opportunities for participants to build on their nursing knowledge and understanding of health and healing in relation to complex episodic and chronic health challenges. This advanced course will focus on current topics and emerging knowledge related to a variety of health care contexts.

**Prerequisite(s):** Successful completion of Year 2

### **NUR-313 Professional Practice IV: Nursing-Inquiry**

*3 hours seminar, 3 credits*

Building upon concepts introduced in Professional Practice I, II, and III. In this course, participants will explore the historical and philosophical approaches to the development of nursing knowledge and inquiry. Relationships between practice, theory, and research are explored.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

### **NUR-314 Nursing Practice VI: Promoting Health-of Communities and Society**

*1 hour seminar, 8 hours practice, 4 credits*

This nursing practice experience provides opportunities to develop caring relationships with families, groups, and communities within a societal and global context with emphasis on health promotion and community empowerment. Participants have opportunities to work with a community (geographical, self-identified, population based, institutionally based, etc.) on a particular health issue.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

### **NUR-316 Health And Healing VII: Promoting-Community and Societal Health**

*3 hours seminar, 3 credits*

This course focuses on the role of the nurse in the promotion of community and societal health. It is intended to be a companion course with Health and Healing VI. Participants will continue to develop their competencies in relational practice with a focus on community and society as client. The political role of the nurse is explored as the emphasis is placed upon working with communities from a social justice and equity perspective. Community development and capacity building, as a pattern of community health promotion practice, is explored. In addition students will further develop their understanding of teaching and learning focusing on transformative and emancipatory approaches.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

### **NUR-318 Health And Healing VI: Global Health-Issues**

*3 hours seminar, 3 credits*

Participants in this course continue to develop an understanding of people's experience with health and healing related to a variety of increasingly complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer/facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine a variety of emerging health issues and trends using these as a context for further developing their personal understanding of nursing practice that supports meaningful interactions with individuals, families, groups, communities and society.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

**NUR-375 Consolidated Practice Experience-(CPE) III***8 weeks practice (280 hours), 8 credits*

This Consolidated Practice Experience is designed to provide opportunities for participants to integrate, consolidate and expand concepts from previous learning. Participants have opportunities to consolidate learning from the first, second and third years of the program in a variety of settings and with any of age or type of client.

**Prerequisite(s):** Successful completion of Term 6

**NUR-403 Professional Practice VI: Nursing-Research***3 hours seminar, 3 credits*

Building on Professional Practice II, III, and IV, the intent of this course is to enhance participants' understanding of nursing scholarship and enhance their abilities to comprehend, critique, and utilize nursing research. Participants critically reflect on various scholarly works and research methodologies. Participants experience ways to critically examine their practice in relation to nursing research and to pose research questions for evidence-informed practice.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

**NUR-404 Nursing Practice VII: Engaging in-Leadership***1 hour seminar, 8 hours practice, 4 credits*

This nursing practice experience provides opportunities for participants to further develop their competencies in the areas of leadership, influencing and managing change, and the utilization of research for the purpose of promoting the health of individuals, families, communities and society, within the context of the Canadian health care system. This nursing practice experience focuses on participants' growth in their practice as professional nurses. They have opportunities to explore inter-professional practice and nursing leadership in the context of emerging Canadian and global health issues and trends.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

**NUR-405 Professional Practice V: Leadership in-In Nursing***3 hours seminar, 3 credits*

This course explores the ways nurses can provide leadership, influence, create and manage change for the promotion of health for individuals, families, groups and communities within the context of society and the world. Emphasis is placed on leadership roles of the nurse within practice contexts. The role of the nurse within the current and evolving Canadian health care system is explored including considerations of the impact of global trends and issues. Issues facing nurses in the current work environment will be discussed. Collaborative and ethical approaches for working within institutional philosophies and frameworks will be explored.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

**NUR-410 Health & Wellness in Aboriginal-Communities***30 hours seminar + 12 hours online, 3 credits*

This course will examine concepts of Aboriginal health and healing using Aboriginal processes and ways of knowing for curriculum construction and delivery. It will include pre and post assignments and 5 consecutive days learning in an Aboriginal Community within the college region. Students will explore the Aboriginal world view of health and wellness and will examine the historical and contemporary significance of health issues for Aboriginal communities through interaction with local elders and community representatives. This course will also examine the nurse's role with individuals, families and communities from social justice and cultural safety perspectives. Participants will have the opportunity to explore their own relational practice through reflection on their own ethnocentricities and personal meanings and through active engagement with Aboriginal community members and processes.

**Prerequisite(s):** Successful completion of Term 6 of the BSN Program or admission to Option B of the BSN Program or 3rd Year standing in the BSN Program with Instructor permission. The course is also open to Registered Nurses who are employed by an Aboriginal Health Authority.

**NUR-414 Nursing Practice VIII: Transitioning to-BSN Graduate***18 hours seminar, 16 weeks practice (560 hours), 12 credits*

This nursing practice experience provides opportunities for participants to consolidate their learning and prepare for assuming the role of BSN graduate. Participants also explore and critique changes and issues in the health care system, and the workplace, that affect nurses. Participants develop their nursing competencies and enhance their nursing knowledge so that they may practice in a variety of settings at a novice level. Participants may choose to focus their practice within a specific area, for example, a particular setting of practice, a certain client population, or a specific health challenge.

**Prerequisite(s):** Successful completion of Term 7 or admission to Option B

**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

**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 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.

**OFA-010 Occupational First Aid Level 1***8 hours*

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

**Prerequisite(s):** Students must be at least 16 years of age; some previous knowledge of First Aid/CPR is advised. Picture Identification must be brought to the 1st class.

**OFA-015 Occupational First Aid-  
Transportation Endorsement***8 hours*

This course is for OFA 010 or OFA 020 certified First Aid attendants that work in environments requiring Transportation endorsement in addition to their Occupational First Aid Level 1 or 2, according to WSBC Regulations Part 3 Guidelines (3.14 to 3.21). Students will be required to complete an NIC Waiver form at the first class. Certification is by WSBC and will expire on the expiry date of your OFA Level 1 or 2 certification. Certificate is valid for three years with a valid OFA Level 1 or Level 2 certificate or equivalent.

**Prerequisite(s):** Students must be at least 16 years of age; some previous knowledge of First Aid/CPR is advised. Picture Identification must be brought to 1st class.

**OFA-020 Occupational First Aid Level 2***43 hours*

This is a WorkSafeBC course for work environments that require the Occupational First Aid Level 2 according to WSBC Regulations Part 3 Guidelines (3.14 to 3.21). Students will be required to complete a NIC Waiver form at the first class. Certification is by WSBC and is valid for three years.

**Prerequisite(s):** Students must be at least 16 years of age to enroll. A current First Aid or CPR certificate is strongly recommended. Students are required to complete the Statement of Fitness form and hand it in to the NIC First Aid Instructor at the first class. Advance reading of books is advised.

**OFA-030 Occupational First Aid Level 3***77 hours*

This course is designed in compliance with the WorkSafe BC requirements for First Aid Attendants in BC and according to WSBC 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 WSBC and is valid for three 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 complete the Statement of Fitness form and hand it in to the NIC First Aid Instructor at the first class. 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, which prepares students for Level 2 or 3 examinations.

**Prerequisite(s):** Students must have a current WSBC Occupational First Aid Level 2 or 3 or equivalent certification: (EMP) 76 hour Advanced WorkPlace Level 3 Supplement ticket.

**OFA-032 Occupational First Aid Level 3 Renewal***42 hours*

This course is for Occupational First Aid Level 3 First Aid attendants who prefer not to take the full OFA 030 course, but would like to attend a few classes as a refresher before challenging the Level 3 exam. Homework assignments must be completed before the first class. Please note that this course is offered in accordance with WSBC Regulations Part 3 Guidelines (3.14 - 3.21) All students will be required to complete a NIC Waiver form. Certification is by WSBC for a period of three years.

**Prerequisite(s):** Students must have or have had a WSBC Occupational First Aid Level 3 ticket or equivalent certification (i.e.: EMP 76 Hour Advanced WorkPlace Level 3 Supplement ticket). All students must complete a Statement of Fitness form to be handed in to the instructor.

**OFA-033 Paramedic in Industry Practical Workshop***4 hours*

This course is intended to be an orientation into the expectations, roles and responsibilities when practicing as an Occupational First Aid (OFA) Attendant. Successful completion will lead to a certificate that allows the candidate to practice within an OFA Level 3 Attendant's scope of practice - only valid when the Paramedic has current License as an Emergency Medical Responder, a Primary Care Paramedic or an Advanced Care Paramedic. The OFA Level 3 Paramedic in Industry Certificate is valid for three years. All eight Home Study Modules MUST be successfully completed prior to this practical workshop.

**Prerequisite(s):** Hold an Emergency Medical Responder, a Primary Care Paramedic or an Advanced Care Paramedic Be at least 19 years of age before course starts

**OFA-050 Occupational First Aid Level 1-Instructor Training***40 hours*

The course follows WSBC Level 1 Instructor curriculum and provides participants with the knowledge, skills and hands-on experience in the preparation and successful delivery of lesson plans. They will learn the effective use of multi-media equipment, and practice the basic instructional skills required to present the OFA Level 1 course. The instructor course will also prepare participants to evaluate the knowledge and skills required for their students. (Certification as a Level 1 instructor will be issued by the agency and will be renewed In accordance with Worksafe BC. It is expected that candidates meet the course objectives before certification is issued. Instructors must maintain their current level of certification or higher. Certification period is three years)

**Prerequisite(s):** Hold an OFA level 2 certificate (or a nationally recognized Standard First Aid certificate or higher); 2.Be at least 19 years of age before course starts; 3.Provide evidence of having participated in or observed a complete Level 1 course prior to instructor training.

**PBA-100 Plumbing Apprenticeship Level 1***180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**PBA-200 Plumbing Apprenticeship Level 2***180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**PBA-300 Plumbing Apprenticeship Level 3***180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**PBA-400 Plumbing Apprenticeship Level 4***180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**PCA-100 Professional Cook 1***800 hours*

During Professional Cook 1 training, you'll gain the basic knowledge needed for a career in food preparation. Learn safety and sanitary standards, production procedures, menu planning, and the ordering and inventory of supplies. Gain knowledge of ingredients and nutritional properties, and how to prepare stocks, soups, sauces, vegetables, fruit, potatoes, pastas and farinaceous products. You'll learn to prepare dressings, salads, sandwiches, egg dishes and breakfast cookery, dairy products and cheeses, principles of baking, pastries, desserts, quick breads, cookies, yeast products and beverages. You'll also learn how to cut, process, and prepare meats, poultry, fish and shellfish.

**Prerequisite(s):** Admission to the Culinary Arts Program

**PCA-200 Professional Cook 2***400 hours*

In addition to continued training in menu planning, ordering and inventory, Professional Cook 2 students gain valuable human resource and leadership skills, and learn about cost management and front of house procedures. Your training will include soups, sauces, vegetables and vegetarian dishes, potatoes, pastas and farinaceous products, meats, poultry, fish and shellfish, dressings, condiments, and salads. You'll also learn about hors d'oeuvres and appetizers, presentation platters, pastries, yeast products, cakes and tortes

**Prerequisite(s):** PCA100

**PCA-300 Professional Cook 3***180 hours*

During Professional Cook 3 training you will be prepared to write the Inter-Provincial (Red Seal) examination. During your studies you'll learn advanced production procedures, menu planning, and sanitary standards. You'll also gain greater confidence in cost management, human resources and leadership. You will also study advanced meat, poultry, fish and shellfish preparations, sauces, dressings, presentations, pates, terrines, charcuterie, desserts, cakes, tortes, frozen desserts, chocolate, sugar, garnishes and beverages.

**Prerequisite(s):** PCA 200

**PHI-100 Introductory Philosophy: Knowledge & Reality***3 hours lecture, 3 credits*

An introduction to selected problems in the philosophy of religion, metaphysics (theory of reality), and epistemology (theory of knowledge). Topics include the existence of God; the nature of mind and its relation to body; computers and consciousness; personal identity and mortality; freewill and determinism; the nature and sources of knowledge; and the justification of scientific beliefs.

**Prerequisite(s):** C in one of 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-220 Philosophy of Love and Sex***3 hours lecture, 3 credits*

An exploration of conceptual and normative issues in the areas of human love and sex. The course examines classical works of philosophy in an effort to understand the changing significance of intimate human relationships in Western history. The aim is to recognize and critically reflect on traces of these historical ideas in our contemporary views about love and sex. Topics include desire, romance, identity, repression, perversion, and power.

**Prerequisite(s):** C in one of Provincial Level English 12, ENG-060, ENG-098, ESL-090 or placement testing.

**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***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, or Web-Based Distance, 3 credits*

Introduction to Physics I and II are first year algebra-based courses. They are designed for those students that have a relatively weak background in physics. PHY 100 includes vectors, and scalars, kinematics, dynamics, energy, momentum, rotational motion, thermodynamics, fluids and wave motion. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

**Prerequisite(s):** PHY 050 or Physics 11, and C+ in MAT 066 and 067, or Principles of Math 12 Corequisite(s): MAT 102 or MAT 181 (MAT 181 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 102)

**PHY-101 Introduction to Physics II***3 hours lecture + 3 hours lab, or Web-Based Distance, 3 credits*

This is the second of the Introduction to Physics courses. PHY 101 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):** Prerequisite(s): PHY 100 Corequisite(s) MAT 151 or MAT 182 (MAT 182 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 151)

**PHY-120 Principles of Physics I***3 hours lecture + 3 hours lab, or Web-Based Distance, 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, or Web-Based Distance, 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

**PHY-141 Mechanics I (Statics)***3 hours lecture, 1.5 hours tutorial, 3 credits*

This course is an introduction to engineering mechanics for students planning to transfer into a University engineering program. The course introduces a methodology for analysis of forces and moments acting on, or within, rigid bodies, structures and machines that are in static equilibrium. Topics include conditions of equilibrium and applications to particles and rigid bodies; analysis of structures, including beams, trusses and arches; bending moment and shear force diagrams for beams; dry friction.

**Prerequisite(s):** Prerequisite; MAT 181 MAT 133 Corequisite: MAT 182

### **PNA-100 Human Anatomy & Physiology, Aging & Gero-Pathology**

This course will examine the structure and function of the major body systems building on the knowledge base they have acquired in the Health Care Assistant or Home Support Resident Care Attendant program. This knowledge will be required as a basis for understanding both the nature of disease, and the associated forms of treatment.

**Prerequisite(s):** Admission to the Practical Nursing Access program

### **PNA-110 Professional Practice 1**

This course introduces the learner to the evolution of practical nursing as a profession. The course focuses on the role of the Licensed Practical Nurses (LPN) within the health care system and the legal, ethical, and philosophical bases for practice. Issues such as the interdisciplinary team work, collaboration, partnership, assignment, reporting and documentation are discussed. This course also emphasizes reflective practice, critical thinking skills, and defines scope of practice for LPNs.

**Prerequisite(s):** Admission to the Practical Nursing Access program

### **PNA-120 Health 1**

This course introduces the concept of health as a process, rather than a goal. Many factors significantly affect this process, including the society or context in which we live, and well as the daily choices we make. 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. Health promotion will be examined throughout the lifespan.

**Prerequisite(s):** Admission to the Practical Nursing Access program

### **PNA-130 Healing**

This course introduces the learner to healing as a holistic concept. This perspective of culture and wholeness emphasizes an individual's conscious power in affecting health and healing. It deals with alternate approaches to healing as well as those that are more traditional. Common challenges that affect the healing such as loss, grief, situational changes, role changes and health events are examined. The needs of the persons with physical and mental disabilities will also be investigated. Public and social environment, legislation and community resources will be discussed.

**Prerequisite(s):** Admission to the Practical Nursing Access program

### **PNA-131 Pharmacology 1**

This course introduces the learner to the theory and science of pharmacology from a nursing perspective. It will include the study of medications and their effects on the human body with a focus on gero-pharmacology. The student will examine the administration principles, drug interactions, and the pharmacokinetics of groups of medication. The role of the PN in medication administration will also be examined at length.

**Prerequisite(s):** Admission to the Practical Nursing Access program

### **PNA-140 Human Relationships**

This course is designed to assist the student to review their previous education regarding interpersonal communication, to reflect on their current ways of communicating and connecting, and to build meaningful therapeutic relationships with their clients. Some of course materials draw upon stories and resources that have been shared by indigenous people. Where appropriate, the personal reflections of the students and the instructor will be shared, as appropriate, to provide connection and to give meaning to the course concepts. Ways of communicating effectively with children and special needs and the older adult will also be examined. Finally, this course emphasizes the importance of effective communication and leadership skills with peers and families in diverse care settings and the implications of medications on communication.

**Prerequisite(s):** Admission to the Practical Nursing Access program

### **PNA-150 Nursing Arts 1**

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):** Admission to the Practical Nursing Access program

### **PNA-160 Practice Experience 1: PN Access**

This practice experience provides the student with an opportunity to integrate the theory and clinical skills from PNA Semester One course into practice. It offers the student experience in working with individuals and population groups across the lifespan, in a variety of community and facility settings such as group homes, acute and palliative home care, long term care facilities, community resource locations, blood pressure clinics, and day care programs for children and adults. This experience is designed to provide the student with an awareness of how the health determinants influence the health of individuals and populations, the diversity of community services available, and an opportunity to put into practice the skills they have acquired thus far in the program. The learner will have the opportunity to administer medications as well as practice holistic physical and psychosocial assessment in a residential care setting.

**Prerequisite(s):** PNA-100 PNA-110 PNA-120 PNA-130 PNA-131 PNA-140 PNA-150

### **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 the 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 the 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):** Completion of Terms 1 and 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 the 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):** Completion of 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):** Completion of Terms 1 and 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 the 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):** Completion of 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):** Completion of Terms 1 and 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 the 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):** Completion of 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 the 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):** Completion of 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):** Completion of Terms 1 and 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):** Prerequisites of PNP 101, PNP 111, PNP 121, PNP 131, PNP 141 and PNP 151

**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):** Prerequisites of PNP 121, PNP 131, PNP 141 and PNP 151

**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):** Prerequisites PNP 113, PNP 123, PNP 133, PNP 153

**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):** PNP 163

**POL-109 Canadian Government***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***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 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***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***48 hours lecture + 112 hours shop*

Students will learn and apply safe work practices as they relate to construction work.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-102 Pipe Trades Math***30 hours lecture*

Students will learn to apply and solve math problems as they relate to the Plumbing and Piping Trades.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-103 Pipe Trades Science***60 hours lecture*

Students will learn to apply and solve science problems as they relate to the Plumbing and Piping Trades.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-104 Pipe Trades Tools***32 hours lecture + 68 hours shop*

Students will identify, select, use and repair piping trades related tools.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-105 Piping Materials, Valves and Fittings***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):** Admission to the Plumbing and Piping Foundation Program

**PPE-106 Rigging***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):** Admission to the Plumbing and Piping Foundation Program

**PPE-107 Soldering and Brazing***10 hours lecture + 30 hours shop*

Students will identify, select and use various solders and brazing materials to complete practical projects.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-108 Drafting And Blueprint Reading***90 hours lecture + 26 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):** Admission to the Plumbing and Piping Foundation Program

**PPE-109 Employability Skills***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):** Admission to the Plumbing and Piping Foundation Program

**PPE-110 Introduction to Automatic Sprinklers***12 hours lecture*

This course will introduce students to the operation of the three common types of automatic sprinkler systems.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-111 Pumps***15 hours lecture + 3 hours shop*

Students will gain a basic understanding of pumps and their operation.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-112 Electricity***8 hours lecture + 16 hours shop*

The basic fundamentals of electricity will be covered as they relate to the piping trades.

**Prerequisite(s):** Admission to the Plumbing and Piping Foundation Program

**PPE-117 Oxy - Acetylene Welding and Burning***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):** Admission to the Plumbing and Piping Foundation 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*

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*

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*

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*

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*

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*

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*

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*

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

**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*

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*

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

**SOC-240 The Sociology of Love and Sex***3 hours lecture, 3 credits*

This course is designed to allow students to explore gender socialization, sexual orientation, the intersexed, courtship, marriage and other institutions based on our sexual relations including patriarchy, organizational arrangements and aspects of sexual relations and politics. The course explores 'normal' sex and sexuality, but also addresses many forms of sexual 'deviance'.

**Prerequisite(s):** SOC 110 or 111 or instructor permission

**SPN-100 Introductory Spanish I***4 hours lecture, or distance (D), 3 credits*

Asies 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***4 hours lecture, or distance (D), 3 credits*

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

**Prerequisite(s):** SPN 100

**SPN-200 Intermediate Spanish I***3 hours lecture + 1 hour lab, 3 credits*

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

**Prerequisite(s):** C+ in SPN 101 or instructor determined equivalent.

**SPN-201 Intermediate Spanish II***3 hours lecture + 1 hour lab, 3 credits*

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

**Prerequisite(s):** C+ in SPN 200

**SSA-100 Space Science and Astronomy:-  
Introduction to Solar System Exploration***Distance (D), web-based, 3 credits*

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*

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

**SSW-120 Foundations of Social Service Practice***3 hours lecture, 3 credits*

This course examines the theories and skills specific to the helping roles assumed by social service workers in non-metropolitan and rural communities. Topics include: assessment and case management, the community, natural helping systems and self-help groups, empowerment and change, and problem solving approaches for working effectively with people within a human service framework.

**Prerequisite(s):** Admission into the Social Services Diploma or Human Services Diploma or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

**SSW-121 Interpersonal Communications***3 hours lecture, 3 credits*

With a focus on developing effective communication skills in Human Service Work, this course will promote the students understanding of using communication for relationship development in a variety of Human Service settings, and as well, foster an enhancement of self-awareness and functioning in relationships with others.

**Prerequisite(s):** Admission into the Social Services Diploma or EA/CS Certificate or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

**SSW-122 Social Welfare in Canada***3 hours lecture, 3 credits*

This course is an introduction to the history and development of social welfare policy in Canada with particular emphasis on British Columbia. Students also examine some current provincial and federal legislation relevant to income security, family and poverty.

**Prerequisite(s):** Admission to the Social Services Diploma or Human Services Diploma or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

**SSW-123 Advanced Interpersonal Skills-Practice***3 hours lecture, 3 credits*

Building on the content of SSW 121, this course will continue to explore relationship based help in the Human Services using a strengths based approach to promote positive growth and change with individuals. Students will develop advanced communication strategies including skills necessary to promote problem solving, working with difficult clients, and further student self-awareness as communicators.

**Prerequisite(s):** C minimum in SSW 121

**SSW-150 Social Service Practice Experience II***30 hours/week practicum placement for 7 weeks + 3 hour seminar/week, 5 credits*

This full-time, seven-week practicum completes the first year of Social Services training. This course enables the student to combine theory and practice in a social services work setting. Students must successfully complete this practicum at an employment readiness level in order to continue with the second year of the Social Services Diploma.

**Prerequisite(s):** Admission to the Social Services diploma program and C minimum in all first year SSW diploma courses.

**SSW-201 Family Relationships***3 hours lecture, 3 credits*

This course provides an overview of the family experience in contemporary Canadian society. It provides a foundation which will assist the student in understanding and working with families or individuals within a family unit. Students will be introduced to various theories about family structure and function, stages of family development, impact of a rapidly changing society on families, problem situations, family relationships, and basic strategies for assisting families to function using a strengths based approach that promotes psychological well-being. Further, students will explore the importance of family in their own and the lives of others and will appreciate how family experiences effect emotional and social functioning.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

**SSW-203 Conflict Management***3 hours lecture, 3 credits*

This course focuses on the development of communication skills for the purpose of effective mediation, negotiation and resolution of interpersonal conflict. Participants will be taught conflict theory and provided with the necessary information to be able to move forward into resolution. Coaching and role play opportunities are provided in order to experience success in this important area.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

**SSW-204 Program Planning, Development And-Implementation***3 hours lecture, 3 credits*

This course introduces students to the methods and considerations in contemporary program development, planning, implementation and evaluation in human services. Various internal and external needs assessments, evaluation strategies and ethical issues will be explored. Research and evaluation are presented as integral service improvement strategies.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

**SSW-205 Introduction to Group Work Practice***3 hours lecture, 3 credits*

The Introduction to Group Work course explores various theoretical foundations and applied approaches to working with a variety of groups and populations. Effective group leadership will be examined along with a focus on relationships which effect group dynamics.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

**SSW-206 Self Care in Human Services***3 hours lecture, 3 credits*

This course will focus on the importance of self care as a primary tool in the tool kit of the human service practitioner. Students will learn why burn out is such a large issue facing human service practitioners and identify and develop personalized self care strategies to identify and manage symptoms of burn out.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

**SSW-207 Law And Social Service***3 hours lecture, 3 credits*

This course provides students with a beginning knowledge in the area of the law as it pertains to social service practice. The wide range of roles performed by social workers in helping and advocacy requires social workers to have an increasing knowledge of the law especially regarding the legal implications of their actions. Further, this course will critically examine the role of law in our society and the myths and realities of concepts such as justice and equality as well as the implications for reform.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

### **SSW-208 Social Work Practice in Mental Health-And Addictions**

*3 hours lecture, 3 credits*

This course provides an introduction to the practice of social work with concurrent disordered populations.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

### **SSW-209 Contemporary Perspectives on Substance-Abuse**

*3 hours lecture, 3 credits*

This course prepares students to work with clients who have addictions problems. Skills and knowledge related to the management and understanding of addiction related problems and explores the biopsychosocial spiritual theory of addiction. Further, this course examines the transtheoretical model of change, history of substance abuse, pattern of use and the impact of addictions on society and selected populations.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

### **SSW-210 Community Development**

*3 hours lecture, 3 credits*

This course focuses on the values and skills required for macro level community based human service practice. Students will examine and practice the application of approaches to social change with a focus on preventing, reducing, altering, or eliminating aspects of community life that hinder community development.

**Prerequisite(s):** SSW 150 or EA/CS Certificate or equivalent

### **SSW-250 Advanced Practice Experience Social-Services**

*30 hours/week practicum & 3 hours/week seminar for 8 weeks, 5 5 credits*

It is expected that the student enrolling in SSW 250: Advanced Practice Experience in Social Services is proficient in basic social service worker skills and is ready to move to a more challenging experience. The Advanced Practice Experience is eight weeks in length and 40 hours/week. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

**Prerequisite(s):** C minimum in all prior Social Services Diploma courses

### **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**

*82 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. The program includes a 30 hour work experience component.

**Prerequisite(s):** Admission to the Professional Bar Service Program

### **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):** Admission to the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate Program

**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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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):** Admission to 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, sport fishing 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):** Admission to 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):** Admission to 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):** Admission to the 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):** Admission to 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):** Admission to 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):** Admission to the Adventure Tourism or Coastal Adventure Tourism Program

**TCS-011 Worldhost (Customers With Disabilities)***3 hours*

WorldHost Training prepares individuals to provide effective customer service to specific target markets. It is critical to understand the service needs of today's emerging travel markets and maintain a customer care approach extending beyond cultural norms. This Worldhost workshop will help you understand how to deal with customers with disabilities.

**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.

**TFB-011 Serving It Right***3 hours*

This is a mandatory provincial course for servers of alcoholic beverages.

**Prerequisite(s):** Acceptance into a full-time Tourism Professional program (Students) wishing to take this course only should call 604-930-9770)

**TFS-010 FoodSafe Level I***8 hours*

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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**TMA-140 Fund of Destination Mgmt & Marketing**

This course will give students a basic understanding of the roles destination management organizations (DMOs) and convention and visitors bureaus (CVBs) play in the tourism industry. All aspects of organization operations are covered, including service, research, product development, human resources, and financial management.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**TMA-265 Training and Development for the-Hospitality Industry***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.

**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.

**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.

**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.

**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.

**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):** Admission to 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):** Admission to the Tourism and Hospitality Management 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):** Admission to the Tourism and Hospitality Management

**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):** Admission to the Tourism and Hospitality Management 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):** Admission to the Tourism and Hospitality Management Program or the Food & 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):** Admission to 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):** Admission to the Adventure Tourism, Food & Beverage Management 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):** Admission to the Tourism and Hospitality Management 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):** Admission to 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.

### 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

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):** Admission to 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):** Admission to 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):** Admission to 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 112, 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):** Admission to Year Two 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):** Admission to Year Two of the Tourism & Hospitality Management Diploma, Adventure Tourism 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):** Admission to Year Two of the Tourism & Hospitality 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):** Admission to 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):** Admission to Year Two of the Tourism & Hospitality Diploma

**WJC-100 Drafting for Joinery/Cabinetmaking***80 hours*

This course will prepare you to produce hand drawn sketches, mechanical drawings, and computer aided drawings used in the design and construction of wood products such as cabinetry, furniture, and kitchen cabinets.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**WJC-120 Wood Products Design for Joinery-/Cabinetmaking***110 hours*

This course will provide students with the problem solving tools needed to solve wood products design problems. These tools include needs analysis, form and function analysis, ergonomic considerations, properties of materials, and types and applications of hardware.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

**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):** Admission to the Joinery/Cabinetmaking Program

**WLA-300 Welding Apprenticeship Technical-Training - Level 3***180 hours*

**Prerequisite(s):** Welding Apprenticeship Level 1 & 2

**WPR-101 Introduction to Welding (P1)***15 hours*

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):** Admission to the Welding Program

**WPR-102 Oxy-Fuel Cutting (P2)***45 hours*

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):** Admission to the Welding Program

**WPR-103 Gas Welding & Braze Welding (P3)***75 hours*

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):** Admission to the Welding Program

**WPR-104 Shielded Metal Arc Welding (P4-A)***450 hours*

This module teaches the student the ability to use arc welding equipment to weld various thicknesses of metal using different weld positions.

**Prerequisite(s):** Admission to the Welding Program

**WPR-105 Air Carbon Arc Cutting & Plasma Arc-Cutting (P5)***18 hours*

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):** Admission to the Welding Program

**WPR-106 Basic Gas Metal Arc & Flux Core Arc-Welding (P6)***210 hours*

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):** Admission to the Welding Program

**WPR-107 Shielded Metal Arc Welding II (P7)***240 hours*

This module develops student competence in shielded metal arc welding of pipe.

**Prerequisite(s):** "C" Level

**WPR-108 Gas-Metal Arc Welding II (P8)***90 hours*

This module develops student competence in gas-metal arc welding using steel and aluminum in all positions. Gas-metal arc welding of pipe is included.

**Prerequisite(s):** "C" Level

**WPR-109 Flux-Cored Arc Welding II (P9)***36 hours*

Flux-cored arc welding skills in all positions are developed to "B" level competencies in this Module. Hard surfacing is also covered.

**Prerequisite(s):** "C" Level

**WPR-110 Gas-Tungsten Arc Welding II (P10)***90 hours*

This module teaches the student to become competent in gas-tungsten arc welding (TIG) of low carbon steel, stainless steel and aluminum in all positions.

**Prerequisite(s):** "C" Level

**WPR-111 Shielded Metal Arc Welding III (P11)***114 hours*

This module teaches the student to extend his knowledge and competency in SMAW covering arc welding and testing of welds on low alloy and stainless steel pipe in all positions.

**Prerequisite(s):** "B" Level

**WPR-112 Gas-Tungsten Arc Welding III (P12)***120 hours*

This module develops the student's ability and competency in gas-tungsten arc welding (TIG). The course covers welding of low carbon steel and stainless steel pipe in all positions

**Prerequisite(s):** "B" Level

**WRK-101 Rigging & Material Handling (RK1)***9 hours*

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):** Admission to the Welding Program

**WRK-102 Blueprint Interpretations (RK2)***9 hours*

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):** Admission to the Welding Program

**WRK-103 Metallurgy 1***9 hours*

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):** Admission to the Welding Program

**WRK-104 Welding Quality & Control (RK4)***6 hours*

This is a theory module covering the use and understanding of different types and methods of destructive and non-destructive testing of welds.

**Prerequisite(s):** "C" Level

**WRK-105 Welding Codes, Standards & Specifications (RK5)***6 hours*

This theory module deals with the interpretation and use of national standards, codes and specifications used in welding practice.

**Prerequisite(s):** "C" Level

**WRK-106 Blueprint Reading II (RK6)***6 hours*

This module reviews blueprint reading and covers template development and pipe layouts.

**Prerequisite(s):** "C" Level

**WRK-107 Metallurgy II (RK7)***6 hours*

This theory module extends the welding student's knowledge of metallurgy to the intermediate level.

**Prerequisite(s):** "C" Level

**WRK-108 Metallurgy III (rk8)***3 hours*

This theory module further develops the welding student's knowledge of metallurgy to that required at the "A" level.

**Prerequisite(s):** "B" Level

**WRK-109 Blueprint Reading III (rk9)***3 hours*

This module further reviews blueprint reading and template development and pipe layouts. Layouts for pipe assemblies and other fabrications are covered.

**Prerequisite(s):** "B" Level

**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 Preventing And Investigating-Musculoskeletal Injury (MSI)***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 Work Place 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

**WSR-010 Welding Skills Development - 1 Day***6 hours*

This one day course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):** Completion of welding apprenticeship or C Level and Instructor Permission

**WSR-050 Welding Skills Development - 3 Day***18 hours*

This three day course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):** Completion of welding apprenticeship or C Level and Instructor Permission

**WSR-060 Welding Skills Development - 1 Week***30 hours*

This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):** Completion of welding apprenticeship or C-Level, and Instructor Permission

**WSR-065 Welding Skills Development -1 Week-Stainless Steel And/Or Aluminum***30 hours*

+This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures in welding techniques which use stainless steel and/or aluminum.

**Prerequisite(s):** Completion of welding apprenticeship or C-Level, and Instructor Permission

**WSR-070 Welding Skills Development - 4 Weeks***120 hours*

This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures..

**Prerequisite(s):** Completion of welding apprenticeship or C Level and Instructor Permission

**WSR-080 Welding Skills Development Theory - 4-Weeks***120 hours*

This four week course is for welders who require additional classroom time to complete theoretical assignments or examinations in order to complete their C, B or A Level studies. This course does not provide opportunity to engage in practical activities in the welding shop.

**Prerequisite(s):** Registered in welding and instructor permission

**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-contact 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, online, 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

## 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.

**Academic Requirements:** Requirements that must be met before the credential will be awarded.

**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.

**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.

**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.

## 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 & ADMINISTRATION

## BOARD OF GOVERNORS

Judith Round (Chair) .....	Comox Valley
Bruce Calder (Vice Chair) .....	Comox Valley
Sharon Larade (Executive Assistant)	
Jan Lindsay .....	President, NIC
Jasmine Badrin .....	Student Representative
Chris Castro.....	Student Representative
Patricia Corbett-Labatt .....	Chair, Education Council
Allyson Hamilton .....	Comox Valley
Scott Kenny.....	Port Alberni
David Kruyt.....	Campbell River
Vi Mundy.....	Ucluelet
Cathy Reyno .....	Support Staff Representative
Michael Schnurr .....	Mt. Waddington Region
Don Sharpe.....	Comox Valley
Betty Tate.....	Faculty Representative

## EDUCATION COUNCIL

Patricia Corbett-Labatt .....	Chair, Faculty
Mac Newton .....	Vice Chair, Faculty
Jan Lindsay .....	President, NIC (ex-officio)
Sylvia Aiello.....	Faculty
Sharon Bouchard .....	Support Staff
Bruce Calder .....	Board of Governors (ex-officio)
Chris Castro.....	Student
Ron Evans.....	Faculty
Brian Furness.....	Student
Vivian Hermansen .....	Director, Aboriginal Education
Heather Howie .....	Scheduler, College-wide
Linda Jay .....	Faculty
Kathleen Kuhnert .....	Director, Student Services/Registrar
Ruedi Pletscher.....	Faculty
Shereelee Powsey .....	Faculty
Pat Robey .....	Faculty
Tamara Rushton .....	Student
Richard Stride .....	Dean, Academic Programs
Beverly Wong.....	Student

## COLLEGE LEADERSHIP TEAM

**Jan Lindsay**, *B.P.E. Psychology minor (UBC), M.P.E. Kinesiology and Perceptual Motor Learning (UBC), M. Ed. Special Education (U. Gonzaga), Psy.D. Organizational Psychology (Professional School of Psychology);*  
President

**Vacant**,  
Vice-President, Education

**Carol Baert**, *CA (ICABC);*  
Vice-President, Finance and Facilities

**Lisa Domae**, *B.A. (UBC), M.Planning (Queen's U), Dip. in Ethnic Relations (SFU);*  
Vice-President, Student & Educational Services and Planning

**Mark Herringer**, *B.A. (UVic), M.Ed. (Monash U), Post-Baccalaureate Diploma – Asia Pacific Management (Capilano U);*  
Executive Director, International Education

**Vacant**,  
Director, Human Resources

**Susan Auchterlonie**, *B.A. (UVic);*  
Director, Community & College Relations and  
Executive Director, NIC Foundation

**Sue Bate**, *Diploma Outdoor Recreation Management (Capilano);*  
Executive Assistant to the President

**Tony Bellavia**, *B.P.E. (McMaster), B.Ed. (McGill), M.Ed. (UVic);*  
Dean, Developmental & Access

**Don Gillingham**, *BCTQ Carpenter, B.Ed., M.Ed. (UBC);*  
Dean, Trades, Technical and Tourism - Campbell River

**Richard Stride**, *B.Sc., B.Ed., M.B.A. (UBC);*  
Dean, Academic Programs

**Jocelyne Van Neste-Kenny**, *B.Sc.N. (U of Ottawa), M.Sc.N. (Syracuse U), Ph.D.N. (McGill U);*  
Dean, Health & Human Services

**Cheryl O'Connor**, *Diploma Marketing Management (BCIT), M.B.A. (RRU);*  
Director, Continuing Education & Training

**Tom Weegar**, *B.A. Psychology (UVic), M.Environmental Studies (York U);*  
Regional Director, Port Alberni & Alberni-Clayoquot Region

**Karsten Henriksen**, *B.A. (Brandon), M.A. in progress (Athabasca);*  
Associate Regional Director, Mt. Waddington Region

# FACULTY DIRECTORY

## CENTRES

### Bella Coola Centre

**Evans, Ronald**, B.A. (N.Y.), M.Sc. Physics with emphasis in Astrodynamics (Pacific Western University)

### Cortes Island Centre

**Gordon, Mary**, B.A. Geography (Wilfred Laurier), M.A. Geography (UWaterloo)

### Gold River Centre

**Simpson, Nadine**, Dental Assistant Certificate (Malaspina), B.Sc. Major in Biology (Malaspina), B.A. Major in Anthropology (With Distinction) (Malaspina)

### Ucluelet Centre

**Morrison, William**, B.Sc. Honours Ecology and Evolution (UWO), M.Sc. Biology (CarletonU), Diploma in Education: Secondary Biology and General Science (McGill), Teachers Interim Professional Certificate (BCCT)

## COUNSELLORS

**Banton-Smith, Samantha**, B.A. Major in Psychology (UVic), M.Ed. Counselling (UVic), RCC

**Beggs, Janet**, Diploma of Phys. Ed. (MelbourneU), B.A. (MelbourneU), Graduate Diploma of Education (Melbourne C.A.E.), M.A. Counselling Psychology (SFU)

**Hume, Michelle**, B.A. Sociology/Psychology (ULEthbridge), M.Ed. Counselling (UVic)

## BUSINESS

**Burry, Michelle**, B.A. with First Class Honours Standing (Royal Roads Military College), CMA (Certified Management Accountant)

**Card, Sharon**, B.Ed. (Distinction) Social Science Major, Administration Certificate (URegina), Extended Education Certificate in Administration (URegina), M.B.A. Major in Business Management (Distinction) (URegina)

**Gibson, Kimberley**, B.A. Management Science (U of California), M.Sc. Accountancy (San Diego State U)

**Holyer, Gordon**, B.A. Honours Economics (TrentU), M.A. Political Economy (UToronto), CGA

**Jay, Linda**, B. Commerce (USaskatchewan), Provincial Instructor Diploma (Ministry of Skills, Training and Labour), Diploma in Public Sector Management (UVic), M.Ed. Administrative Leadership (SFU), Ph.D. Research Interest: Community Economic Development, Transformative Education (SFU) - In Progress

**Madarasz, Christian**, Associate in Commerce Diploma - Accounting/Finance (Malaspina), Bachelor of Arts in Liberal Studies and a Minor in Business (Malaspina), Bachelor of Education Degree (Malaspina), 5th year courses towards CGA designation (CGA Association of BC)

**Parkhurst, Douglas**, Business Diploma - Ski Area Management (Selkirk College), BBA - double-Major - Accounting, Economics, (SFU), CA Associate Member (Institute of Chartered Accountants of British Columbia)

**Parkinson, William**, B. Commerce: Marketing Option (UBC), M.A. Integrated Studies, Adult Education Specialty (AthabascaU), BC Provincial Instructor Diploma (VCC)

**Pelletier, Norma**, Computer Systems Technology - Management Option - Diploma of Technology (BCIT), CGA, BC Provincial Instructor Diploma (VCC), M.B.A. (Asia Pacific International)

**Robinson, Nicholas**, B.Sc. (Agriculture) Food Science (UBC), M.B.A. (UBC), M.A. Economics (UBC)

### Applied Business Technology

**Ackland, Shirley**, B.A. English (Open Learning Agency), Office Administration (NIC), BC Provincial Instructor Diploma (VCC), M. Adult Education (VCC)

**Barber, Terri**, Courses in Master's of Distanced Education (Athabasca University), Certificate in Office Administration - Computer Applications, English and Psychology Courses (Northern Lights College), Instructor Diploma Program (VCC)

**Gingras, Jeanette**, B.Sc. Second Class Standing (University of Prince Edward Island), Adult Learning Styles Certificate (Fanshawe College), Supervision Certificate (Fanshawe College)

**Harrison, Mary Louise**, Province of BC Interim Standard Teaching Certificate, Province of Saskatchewan Provisional Professional Teaching Certificate, Province of Alberta Professional Teaching Certificate, B.Ed. Specializing in Business Administration/English (UAlberta), M.A. Leadership & Training (Royal RoadsU)

**Richardson, Janet**, B. Home Economics (UBC), Professional Teaching Certification (UBC), Drafting Certificate (NIC), M. Distance Education (AthabascaU)

**van Hellemond, Sabrina**, Instructor Diploma Program (VCC), Bachelor of Administrative Studies - Concentration in Accounting (Thompson Rivers University), Diploma in Applied Arts - Business Administration, with honours (Selkirk College), Business Courses (SFU), University Transfer Courses (Selkirk College)

**Wagner, Sandra**, Certificate in Teaching English as a Second Language [TESL] (USaskatchewan), B.A. Adult Education (UCFV), Advanced Graduate Diploma - Distance Education (Technology) (AthabascaU), M.A. Integrated Studies (AthabascaU)

## FINE ARTS

**Bailey, Paul**, B.Ed. (UBC), M.A. Education - Communications and Instructional Technology (UBC)

**Burgess, Alan**, B.A. Honours Ceramics (Camberwell School of Arts and Crafts), Post-Graduate Studies - Ceramic Industrial Design and Technology (North Staffordshire Technical College)

**Hooley, John**, Foundation Studies in Visual Arts (Derby College of Art), B.A. with Second Class Honours (1st Division) in Communication Design and Art History (Leeds Polytechnic), M.F.A. Specialization: Printmaking (Chelsea School of Art), Fellowship in Printmaking (Sunderland Polytechnic), Postgraduate Certificate in Education - Art and Outdoor Education (Crewe and Alsager College of Higher Education)

**Hutchens, Gordon**, B.F.A. Honours, Emphasis in Ceramics (Ullinois), Pilchuck Glass Center, Washington

**Maclean, David**, B.F.A. (UCalgary)

**Perron, Linda**, A.A. in Visual Arts (Camosun), Diploma of Fine Arts: Major in Photography (Emily Carr College of Art and Design), B.F.A. (Emily Carr College of Arts and Design in affiliation with TRU)

**Russell, Elizabeth**, Diploma - Fine Arts (VCC - Langara Campus), Diploma, Bachelor of Fine Arts - Major in Studio (Emily Carr Institute of Art and Design), M.A. Fine Art (The London Institute - Chelsea College of Art & Design), Post-Graduate Certificate in Education (University of Greenwich)

**Sampson, Susanne**, B. General Studies, Education Major (SFU), Foundation Art Program (Emily Carr School of Art & Design), Fine Art (Uxbridge Technical College), Graphic Design (Capilano), Post-diploma Computer Graphics Certificate Program (Sheridan College)

**Senft, Douglas**, Diploma Honours Sculpture (Vancouver School of Art)

### Interactive Media & Graphic Design

**Keenoy, Thomas**, BFA - Communications Design (Graphic Design)

**Lu, Frank**, B. Engineering: Computer Science, First Class Standing (University of Science and Technology), M.Sc. Management Information Systems, First Class Standing (UBC)

**Niscak, Frank**, M.Sc. Major: Technical Cybernetics (Technical University of Prague), Ph.D. Electrical Engineering (UAlberta)

**Wilson, Megan**, Master of Fine Arts, Interdisciplinary Studies, (School for the Contemporary Arts, SFU), 2001 Bachelor of Fine Arts, Visual Arts (ECU), 1997 Bachelor of Human Kinetics, Kinesiology and Health Science, Minors: English Literature, Psychology (University of British Columbia)

## HEALTH CARE & COMMUNITY CARE

**Batho, Catherine**, ECE Certificate/Diploma, Diploma - ECCE Special Needs (NIC), Administration, Infant and Toddler Certification, B.A. Child and Youth Care (with Distinction) (VIU)

**Bird, Laurie**, RN Diploma (Mohawk College), B.Sc.N. with Honours (UBC), Certificate in Counselling and Working with an Aging Population (UBC) - Continuing Studies, M.Sc.N. (UBC), First Responder Instructional Techniques Update (Justice Institute of British Columbia)

**Burton, Pamela**, B.N. (UNB), RN, M.N. (AthabascaU), BC Provincial Instructor Diploma (VCC)

**Cammack, Kelly**, Office Administration Certificate, Hospital Unit Clerk (NIC), BC Provincial Instructor Diploma (VCC)

**Clark, Catherine**, Nursing Diploma (College of New Caledonia), B.Sc.N. Second Class (UVic), RN, M.A. Curriculum Studies (UVic)

**Clarke, Jane**, Registered Nursing Diploma (Camosun College), B.Sc.N. (With Distinction) (UVic), RN

**Coleman, Jane**, B.Sc.N. (UBC), RN

**Cooper, Sheryl**, Registered General Nurse (UK) / RN (CRNBC), Diploma in Professional Studies: Nursing (King Alfred's College), B.A. Honours in Human Resource Management (The Nottingham TrentU), Post-Graduate Certificate in H.R.M. (The Nottingham TrentU), Certificate in Personnel and Development (UK), BC Provincial Instructor Diploma (VCC)

**Coss, Debra**, B.Sc.N. (Malaspina), BC Provincial Instructor Diploma (VCC)

**Emmons, Diane**, B.Sc.N./Public Health Nursing Certificate (California State University), BC Provincial Instructor Diploma (VCC), Certified Foot Care Nurse, Level I and II (VIU)

**Fisher, Laurie**, B.A. Child and Youth Care (UVic)

**Fraser, Joanna**, B.Sc.N. (UBC), M. Continuing Education - Specialization: Workplace Learning (UCalgary)

**Gereluk, Theresa**, BC Provincial Instructor Diploma (VCC), ECE Certificate (NIC)

**Goodliffe, Rachel**, Registered General Nurse (Level 1), Registered Midwife, B.Sc.N. (UVic) In Progress

**Grant, Vlasta**, B.Ed. Music and Physical Education (School of Pedagogy, Czechoslovakia)

**Hartman, Rae-Ann**, B.Sc.N. (USaskatchewan)

**Jacquest, Diane**, B.Sc.N. (UBC), M. Health Services Administration (UAlberta), RN

**Kantor, Shelagh**, B.Sc.N. Honours, First Class Standing (LakeheadU), RN Emergency Nursing Certificate, Critical Care Nursing Courses (Confederation College), Canadian Triage and Acuity Scale Course (Centennial College), BC Provincial Instructor Diploma (VCC), M.N. - General (AthabascaU), Canadian Nurses Recertification (Emergency) - ENC ©

**Mayor, Barbie Ann**, B.A. Psychology & Sociology (UWaterloo/LaurentianU), Diploma of Technology in General Nursing (Leading to R.N) (BCIT), RN, Graduate Nurse Refresher Program (Malaspina), Introduction to Legal Nurse Consulting (CanLNC)

**Meiers, Janice**, Nursing Diploma (Royal Alexandra Hospital), B.Sc.N. (UVic), RN, M.N. (AthabascaU)

**Michaud, Laurie**, Practical Nursing Program (Malaspina), General Nursing Program (Douglas College), B.Sc.N. Honours (UVic), LPN/RN

**Miller, Alanna**, B.A. (Second Class), Human and Social Development (UVic), M. Adult Education (St.FX)

**Norman, Grace**, LPN (Camosun), Nursing Diploma (Camosun), B.Sc.N. (Malaspina), M.A. Leadership and Training (Royal Roads University)

**Oberik, Lynne**, RN Diploma (Algonquin College of Applied Arts and Technology), B.Sc.N. (UVic), M.N. Generalist Stream (AthabascaU)

**Roelants van Baronaigien, Janie**, Medical Secretary Certificate (Grant MacEwan Community College), Diploma in Nursing (Misericordia Hospital School of Nursing), B.Sc.N. (UVic), RN

**Ruel, Leighann**, ECE Certificate (Malaspina), ECCE Diploma (Northern Lights College), ECCE Diploma, Special Needs, Under Three (NIC), Licences to Practice Certificate as: Early Childhood, Infant/Toddler, Special Needs Educator (Ministry of Health Planning), Certified Red Cross Babysitter Facilitator

**Sanderson, Shelley**, M.Ed. Educational Studies (UWO)

**Silvester, Karen**, Diploma of Nursing (VGH School of Nursing), B.Sc.N (UVic), RN

**Smalley, Hana**, B. Pharmacy (UMontreal), Ph.D. Pharmacy (Medical University of South Carolina), Asthma Education Certificate (National Asthma & Respiratory Training Centre)

**St. Pierre, Patricia**, B.Sc. Rehabilitation Services (BostonU), Diploma of Technology - General Nursing (BCIT), RN

**Tate, Betty**, RN (Royal Jubilee Hospital), B.Sc.N. (First Class) (UVic), M.N. Human and Social Development (UVic)

**Woodrow, Daniel**, Nursing Diploma (George Brown College), B.Sc.N. (UVic), RN, M.Sc.N. (UBC), Advanced Diploma in Psychiatric Nursing (Douglas College)

### **Human Services**

**Lowey, Kerri**, B. Social Work (URegina), M. Philosophy in Law (USheffield)

**McCrea, Mary-Ann**, B.A. Honours English (UWinnipeg), Certificate of Education (UManitoba), M.Ed. Honours (James Cook University)

**Ord, Shelley**, B.Ed. (USaskatchewan), M.Ed. Educational Leadership (City University of Seattle)

**Shantz, Susan**, Child Care Worker Diploma (Centennial College), B. Social Work (UCalgary), M. Social Work (UBC)

**Shaw, Nikki**, B.A. Major: Psychology, Minor: Sociology (UVic), Certificate in the Administration of Aboriginal Governments (UVic), M.A. Multidisciplinary: Aboriginal Rights (UVic)

**Thompson, Mary Pat**, B.A. (Michigan State University), Teacher's Certificate (Michigan State University), B. Social Work (UVic), Graduate Level Studies in Progress

**Wedman, Donna**, Nursing Diploma (UALberta), B.N. (UCalgary)

**Wisden, Sally**, B. Social Work (UCalgary), M.Ed. Administration (UVic)

### **INTERNATIONAL EDUCATION**

**Hanley, Colleen**, Teaching Certification (SFU), Certificate in Conflict Resolution (Justice Institute), B.A Psychology (UManitoba), M. Organizational Leadership (GonzagaU), Certificate in International Development (UBC), Certificate in Intercultural Studies (UBC)

### **LIBRARY SERVICES**

**Gallant, Lynette**, A.A. (NIC), B.A. Major: Anthropology (Malaspina), M. Library and Information Science (UWO), Supervisory Skills for Library Staff (Partnership Provincial and Territorial Association of Canada)

**Guenther, Mary Ann**, B.A. (St. ThomasU), M. Library Sc. (UBC)

### **TOURISM & HOSPITALITY**

**Baker, Lonni**, B.A. (UManitoba), M.A. Education - Organizational Development and Diversity (San Diego StateU)

**Elias, Harley**, B.A. Hotel and Restaurant Administration - Summa Cum Laude (Washington State University), M.B.A. Emphasis: Strategic Planning and Marketing (UW)

**Erickson, Murray**, B.B.A. (SFU), CA (Institute of Chartered Accountants of British Columbia)

**Forsyth, Deborah**, BBA (Mount Saint Vincent), M. Business - Hotel Administration IMHI (Cornell/ESSEC)

**Hansen, Christopher**, Inter-Provincial Red Seal Journeyman Cook (Certificate of Apprenticeship/Qualification), Chef's Training Diploma (Malaspina), Professional Bartending Course (Malaspina)

**Knowles, Jonelle**, Travel & Tourism Diploma (Rigg Int.), M.B.A. (Liverpool), BC Provincial Instructor Diploma (VCC)

**Lilyholm, Christine**, Chef Training Certificate, Commercial Cooking Certificate (Red River College), Apprentice Program (Journeyman's Red Seal) (Camosun), BC Provincial Instructor Diploma (VCC)

**Pinel, David**, International Baccalaureate Diploma (Lester B. Pearson College of the Pacific), B. Arts and Science (McMasterU), M.Sc. (UGuelph)

### **TRADES, TECHNICAL & APPRENTICESHIP TRAINING**

**Balfry, Patrick**, Instructor Diploma Courses, General Motors Courses, Mazda Canada Courses, BC Secondary School Equivalency Certificate (Burnaby South Secondary School), Commercial Vehicle Inspector, Automotive Electronics, Automotive Engineering (NIC), Electronics Introduction, Electronics Intermediate (College of New Caledonia), Automotive IP Certificate (Pacific Vocational Institute)

**Batch, Cory**, IP Electrician, Diploma - Industrial Electronics Technician Specialty (NIC), Certified Technician - Electronics (ASTTBC), BC Provincial Instructor Diploma, Industrial Instrument Mechanic (Industry Training Authority)

**Berg, Fred**, Completion of Apprenticeship - Welder Trade, First Class Proficiency Certificate - Welder Trade (AB), Grade "B" Pressure Welder's Certificate of Competency (AB)

**Bigelow, Harold**, Certificate of Completion of Apprenticeship (Alberta Department of Labour: Apprenticeship Board)/ First Class Electrician Certificate (Alberta Department of Labour), Certificate of Proficiency (Advanced Education and Manpower: Alberta), Certificate of Electrical Qualification, Class "B" (BC), Alberta Master Electrician's Certificate, Certificate of Achievement: Fourth Class Power Engineering (Southern Alberta Institute of Technology), Certificate of Competency as a Fourth Class Power Engineer (BC Ministry of Municipal Affairs and Housing)

**Bliss, Michael**, Diploma of Technology - Electrical Technologist, Controls Option (BCIT), Diploma of Technology - Electrical Technologist, Electrical Power Option (BCIT), Interprovincial Trade Certification - Industrial Electrical Apprentice Program (BCIT) / Certificate of Qualification (BC), "B" Certificate of Proficiency (BC), Applied Science Technologist - Electrical (ASTTBC)

**Charette, Nick**, Certificate of Qualification/Apprenticeship - Plumber, Interprovincial Standard (Industry Training Authority), Class B Gas Fitter (BC Safety Authority)

**Cooper, Kees**, Vickers Hydraulics (Hydraulics Supply Company) Levels 1, 2, and 3, Entry Level Trades Training Millwright, IP Millwright Certificate, Train the Trainer Certificate (VCC), BC Provincial Instructor Diploma

**Daehler, Charles**, Mechanics and Electricity Diploma (Ecole Professionnelle D'Yverdon), Electrical Work Certificate of Qualification (BCTQ), Electrical Code Course for C Licence (VCC), Industrial Electronics Certificate (Kwantlen), Computer Electronics Specialist Certificate (Kwantlen), BC Provincial Instructor Diploma (VCC)

**Gallacher, Gordon**, Tech. Eng., American Society of Mechanical Engineers (A.S.M.E.), Certificate in Education (ULeeds), Certificate of Compliance - Level II Welding Inspector (Canadian Welding Bureau)

**Glentworth, Lewis**, Master of Foreign Going Steamship - Certificate (Camosun), Indentured Apprentice - 2nd Mate FG & 1st Mate FG (Kingston upon Hull Nautical College), 8'O' level and 3'A' level certificate of education (Kingston upon Hull College of Commerce), BC Provincial Instructor Diploma (VCC) In Progress/CR/PH/BC/GR/UC

**Hardin, Erik**, Journeyman Carpenter, Interprovincial Standard, Master Instructor Certificate (NAIT)

**Hughes, Robert**, Inter-Provincial Certificate, TQ Plumber, Gas Fitter "A" Certificate of Qualification, Power Engineer 4th Class

**Klatt, Tom**, Journeyman Carpenter Red Seal, BC Provincial Instructor Diploma (VCC)

**Lucas, Bill**, Technical Education Diploma (University of Toronto), Ontario Teacher's Certificate, Ontario Certificate of Trade Qualification - General Carpentry (Ministry of Skills Development)

**Marr, Andrew**, Electronics Engineering Technology (Mohawk College of Applied Arts and Technology), Graduated Electrician (George Brown College of Applied Arts and Technology), Certificate of Qualification: Electrical Construction and Maintenance, Interprovincial Red Seal, Certificate of

Qualification: Industrial Electrician, Electrician Construction and Maintenance, Engineering Technologist Instrumentation and Control (OACETT), Applied Science Technologist

**McIntosh, Stephen**, Journeyman Cabinetmaker, Interprovincial Standard (SAIT), Journeyman Carpenter, Interprovincial Standard (SAIT), BC Provincial Instructors Diploma - In Progress

**McPherson, Bill**, Basic Welding Vocational Training Program (Northwest Community College), Surface Mine Rescue Work: Certificate of Competency (Ministry of Energy, Mines, and Petroleum Resources), Certificate of Apprenticeship - Welding/Registered 'A' Welder Certificate (BC Ministry of Labour), Steel-Fabrication Certificate of Apprenticeship/Certificate of Qualification, BC Provincial Instructor Diploma (VCC) In Progress

**Pletscher, Ruedi**, Update Training (Pacific Aircraft Maintenance Engineers Association), Journeyman Instrument Maker (Switzerland) / Business Diploma (Zurich), Aircraft Maintenance Engineer Licence (M1, M2), BC Provincial Instructor Diploma (VCC), Commercial Pilot, Pressurization and Turbine Endorsement (Fort McMurray, AB)

**Pollack, Walter**, IP Journeyman Electrician Certificate (BC Vocational School), Electrical and Electronics Control Option (BCIT), National Diploma of Technology, Electrical Apprentice Traded Instructor, BC Provincial Instructor Diploma, Certificate in Mediation (Justice Institute of BC)

**Posner, Christopher**, B.Sc. Major: Biology (Class 2) (UBC), BC Training Access Certificate - Automotives (NIC), BC Automotive Mechanics Journeyman Certification (Malaspina), BC Provincial Instructor Diploma (VCC)

**Roberts, Glen**, Journeyman Heavy Duty Mechanic Certificate (College of New Caledonia), Certified Caterpillar Technician, Industrial Education Diploma (UBC)

**Robey, Patrick**, Journeyman Electrician (Keewatin Community College, SAIT), B.A. Major: Philosophy (UCalgary), Master Electrician - Alberta

**Udy, Christopher**, Level "A" Welder (Level "B", "C" Certificates in File) (Camosun), Certificate of Qualification/Apprenticeship (BCIT) - Steel Fabrication, All Position Aluminum Welding Tickets (Det Norske Veritas - D.N.V.), Certificate - (American Institute of Steel Construction - A.I.S.C.), ISO 9001 (International Organization for Standardization), A.S.M.E (American Society of Mechanical Engineers), C.W.B. Welding Supervisor's Certificate for Steel & Aluminum (Canadian Welding Board)

**Waters, Terry**, Welding: Level "A", "B", "C" (UCFV), Steel Fabrication Apprenticeship (BCIT)

**Wharton, Jeffrey**, IP Red Seal Journeyman Carpenter, TQ Cabinetmaker, Emergency First Aid - Level B, CPR

## UNIVERSITY STUDIES & TRANSFER

### English

**Carl, Patricia**, B.A. Speech & Drama (College of Saint Mary), Special Education Certification (San Jose State University), Master's - English/Writing/Women's Studies (Western Washington University), Certificate - Management Development (Women's Executive Leadership Program)

**Cumming, Anne**, B.A. Psychology & English (UCalgary), M.A. English (UCalgary), Ph.D. Organizational Psychology (Professional School of Psychology)

**Dunn, Joseph**, B.A. Honours English Literature (UOttawa), M.A. English Literature (UOttawa)

**Hanebury, Derek**, B.A. (First Class), Major Creative Writing (UVic), M.F.A. Creative Writing (UBC)

**Hartnett, Caitlin**, B.A. Honours English Literature (Concordia U), M.A. English (Concordia U)

**Johnson, Judy**, B.A. English (UBC), M.A. English (UBC), Commercial Jazz Program, Vocals and Piano (Capilano), B.Ed. Secondary (UBC)

**Powsey, Sheree-Lee**, B.Ed. Senior Division, English and History (UToronto), B.A. English (TrentU), M.A. Twentieth Century English Literature (USussex), Ontario Teacher's Certificate (Ontario Ministry of Education)

**Schoenhoff, Stephen**, Creative Writing Diploma (David ThompsonU), B.A. English (OpenU), M.A. English (UVic)

**Watts, Lesley-Anne**, B.A. Second Class Honour (Upper Division) English (New University of Ulster), Professional Teaching Certificate (SFU), Post-Baccalaureate Diploma - Learning Disabilities (SFU), M. Adult Education (St.FX)

### Humanities & Social Sciences

**Albert, Roger**, B.A. General Degree - Major in Sociology (SFU), M.A. Sociology (SFU)

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# CAMPUS DIRECTORY

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Postal: PO Box 154, Bella Coola, BC V0T 1C0  
Location: 1961 Highway 20, Hagensborg, BC  
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  
Aboriginal Education Advisor ..... 250-923-9772  
Counsellors ..... 250-923-9711  
Employment Service Advisor ..... 250-923-9739  
Campus Store..... 250-923-9705  
Library..... 250-923-9785  
Facilities..... 250-923-9780  
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  
Aboriginal Education Advisor ..... 250-334-5029  
Counsellors ..... 250-334-5000 ext. 4048  
Employment Service Advisor ..... 250-334-5076  
Campus Store..... 250-334-5013  
Library..... 250-334-5037  
Facilities..... 250-334-5000  
Comox Valley Aquatic Centre..... 250-334-2527  
Beaufort Children's Centre ..... 250-897-1223

## CORTES ISLAND

### Cortes Island Centre

PO Box 177, Manson's Landing Community Hall,  
Cortes Island, BC V0P 1K0  
Information/Registration ..... 250-935-6442  
Fax ..... 250-935-6442

## GOLD RIVER

### Gold River Centre

Postal: PO Box 310, Gold River, BC V0P 1G0  
Location: #13, Gold River Village Square Shopping Centre,  
375 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  
Aboriginal Education Advisor ..... 250-724-8746  
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

### Mount Waddington Regional 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  
Aboriginal Education Advisor ..... 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

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Regional Campus**

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**Bella Coola Centre**

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