

## NIC Credit Calendar

### About the North Island College Calendar

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



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

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## GENERAL ADMISSION

Applicants to North Island College must be:

- 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.

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## 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)

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## 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.

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## 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 under [University Partnerships](#) on the college website or by calling 1-800-715-0914.

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## INTERNATIONAL STUDENT ADMISSION

North Island College accepts applications from international students. For more information, visit the [International Education](#) section or email [study@nic.bc.ca](mailto:study@nic.bc.ca).

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## PROGRAM ADMISSION

Most NIC programs have admission requirements listed in the Programs section of the calendar. Applicants must satisfy these requirements before they are admitted to the program. Admission to an NIC program is a two-step process. Depending on the program, the process may be completed at one time or over several months. To be considered an applicant, individuals must pay a one-time, nonrefundable 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
  - c. **Not Qualified**: when neither of a) or b) apply. NIC offers a full range of upgrading programs and courses for applicants who do not meet desired program admission requirements.
2. Qualified and conditionally qualified applicants invited to a program will be required to submit a non-refundable nontransferable 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.

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## 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:

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### 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.

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### 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. To download the Application for Transfer Credit form, please visit the [NIC Forms](#) page.

Equivalents are listed below:

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

### 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 eight 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. To access the Math Review Booklet and the English test review material, please visit [Assessment Services](#)

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.

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## **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.

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## HOW TO APPLY

The following steps will help you get started in credit programs (certificates, diplomas, degrees) and courses at North Island College. If you have questions at any time, we're here to help. Call Student Services at 1-800-715-0914 or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

## CHOOSE YOUR COURSE OR PROGRAM

At North Island College, you can choose from over 65 programs and more than 800 courses throughout the region, including upgrading, business, fine arts, health care, tourism, trades, university transfer, and much much more.

Browse your options, by campus or by area of study, under [Programs & Courses](#).

### Not sure which program is right for you?

Book an in-person or telephone appointment with our [student advisors](#). They have extensive knowledge of programs, funding options, career paths, and post-secondary education - at NIC and beyond.

### Need more information?

Our [Student Services](#) staff are always happy to help. Drop in or call today!

## APPLY TO NIC

Complete our [Application for Admission](#)  form or apply online at <https://applybc.ca> .

You can apply online, by mail, or in person at your local NIC campus or centre. A \$25 one-time non-refundable application fee must accompany your application. Please make cheques or money orders payable to 'North Island College'. For more information, please contact your nearest Student Services office or call 1-800-715-0914.

## General Admission to NIC

Applicants to North Island College must be:

- **A Canadian citizen** or permanent resident, a landed immigrant or their dependant, or those participating in international reciprocal transfer agreements, such as visiting armed forces personnel based at a Canadian Forces base, and be
- **Eighteen (18) years of age or older.** Applicants under 18 years of age may be admitted 1) if the applicant turns 18 before the end of the first calendar year of their post-secondary studies and has completed high school, or 2) by special request and discussion with an NIC counsellor.
- **International students** will find complete admission details under [International Education](#).

## Application Form Tips

- **Your personal information.** Any information concerning you, including all documentation provided in support of your Application for Admission, will be kept confidential. Information can only be released with your written permission. See *Confidentiality of Student Records* under [Student Policies](#).
- **Your program selection.** The Application for Admission form requests your program selection. This is the full program name as it appears in the NIC Calendar or under Programs & Courses. Exceptions: for administration purposes, the program selection for university transfer is designated as University Studies, and for upgrading as Adult Basic Education (ABE).

## When to Apply

North Island College accepts applications at any time during the year. We accept students on a first come, first qualified, first serve basis. This means that once a

student applies and meets all of the mandatory admission requirements, the next available seat in the program will be theirs. With certain high demand programs, we encourage students to apply early in order to meet other deadlines and ensure there is space available. Once you apply to a program, Student Services will advise you of your next steps by mail.

## COMPLETE ADMISSION REQUIREMENTS

Your next step is to submit documents showing that you meet the admission requirements for your program of choice, as well as the course prerequisites as described below.

Once you have sent all your required documentation to us, we will be able to finish processing your application. If any additional information is required, we'll contact you by mail or telephone to let you know. As a NIC applicant, please ensure that you open and read all documentation that you receive from the College.

### Program Admission

You may need to complete additional requirements for entry to your program of choice. Depending on the area of study, admission requirements can vary from a personal interview and criminal records check to Food Safe or First Aid training. Details are listed under each program description.

### Course Prerequisites

Many courses require some form of previous study for success. The entry requirements for individual courses at NIC are called prerequisites. You will find them detailed under course descriptions. There are a number of ways to provide documentation or meet your course prerequisites, including:

- Official high school transcript
- Official post secondary transcript
- Placement testing or prior learning credit
- Instructor permission
- Mature student status (See [Student Policies](#) for details)
- And others

Detailed information on meeting [prerequisites](#) is listed under Student Services.

**Please note:** While every effort is made to ensure the accuracy of admissions requirements, program information in *NIC Calendar* and website is only correct at the time of publishing. For the most current admission requirements and information, please check with Student Services or call us at 1-800-715-0914.

## REGISTER FOR CLASSES

Once you have successfully completed the application process, you will receive a letter which includes information about registering in classes, paying your tuition, important dates, and deadlines.

Before registering in classes, you will be asked to submit a non-refundable tuition deposit. This amount varies by program and will be applied towards your tuition. Detailed information about tuition, fees, and payments is listed under [Tuition & Costs](#).

You'll find [information on timetabling](#) and details on [how to register](#) listed under Student Services.

## WELCOME!

We're looking forward to welcoming you to college. If you have any questions, don't hesitate to drop in to Student Services or call 1-800-715-0914. We'll be happy to help.

### Getting Ready

To find out which course materials, text books, and supplies you'll need, visit the bookstore on campus or use our [Book Search](#) online.

The more you get to know NIC, the more you'll feel at home. Browse [Student Services](#), where you'll find everything from campus maps and library hours to child care access and parking information.

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## Campus Facilities

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## BOOKSTORES (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. PrintBucks 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 am – 4 pm, Monday through Friday.

Hours of operation in Port Alberni are 9:30 am – 2 pm, Monday through Thursday (closed 11:30 am – 12 pm), and 10:30 am – 1 pm on Friday.

From our website, follow the links to the Campus Stores page for contact information, the Campus Stores Refunds & Returns Policy, and current text/price lists. Campus store hours are subject to change, please call for confirmation.

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## 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 may 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.

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## Book Search

Use the [Book Search function online](#) to find required texts and the latest available pricing. Every possible effort is made to ensure text listings reflect current prices; however, prices are subject to change. If a “no book selection available at this time” comment appears, please check back later.

For reserving texts or for distance learners, books may be ordered toll-free from the following campus bookstores:

- Campbell River: 1-888-293-3177 ext 9705
- Comox Valley: 1-800-715-0914 ext 5013

- Port Alberni: 1-888-414-8242 ext 8720

Find bookstores hours under the Services section of this guide.

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## CAMPUS HOURS AND MAPS

Find up-to-date campus hours and maps online under [Student Services](#)

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## EMERGENCIES AND CLOSURES

### Emergencies

Familiarize yourself with posted evacuation routes in each building. From any NIC office phone, dial 911 (fire/ambulance). If you need First Aid attention, head to Student Services or ask someone to get help from Student Services for you. All campuses have a designated and certified First Aid attendant on staff daily.

If you notice suspicious activity or are worried for your personal safety, notify NIC reception or seek help at Student Services. After office hours, security personnel in uniform patrol most campuses. Most importantly, trust your instincts. If something doesn't seem right, it probably isn't.

### Closures

Once a decision has been made to close a campus or the college, the Director of College and Community Relations or designate, posts a specific closure message on the college's website, places a closure message on all applicable college phone systems, and contacts all applicable primary media outlets in the region.

Decisions regarding campus or college-wide closure are made as early as possible, prior to 6 am, if the weather event occurred throughout the night.

Decisions regarding evening classes and activities will be made prior to 2 pm.

Weather varies significantly within the college region. While a campus or the college may be open, employees and students are expected to make their own decisions with respect to commuting given the weather and travel conditions in the areas in which they reside.

Students who choose not to attend their classes should contact their instructors.

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## ON-SITE FACILITIES

### Bank Machines

Bank machines are located on-campus near the Campus Store or cafeteria at Comox Valley, Campbell River and Port Alberni campuses.

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### Bike Racks

Racks for bicycles are located throughout NIC campuses. Bringing a sturdy lock is smart, so is wearing your helmet.

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### 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 (250-897-1233). The Forest Circle Childcare is located at the Campbell River Campus.

Call 1-800-565-6510 for referral services in other communities. Make sure your childcare provider has a copy of your timetable. NIC Student Services/Registration can deliver messages to your class in emergencies.

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## **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.

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## **Food on Campus**

You'll find snacks and hot lunches at NIC cafeterias (check hours posted at each campus) in Port Alberni, Campbell River, and Comox Valley. Vending machines are also located near campus bookstores and common areas at all campuses.

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## **Off Campus Housing**

Looking for a place to live? Need a roommate? Check out the Off Campus Housing website located at [www.nic.och101.com](http://www.nic.och101.com) to search available housing listings. Or, to find a suitable roommate go to [www.roommate.nic.och101.com](http://www.roommate.nic.och101.com)

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## **Lockers**

Locker rentals are available through Campus Stores at the Port Alberni and Comox Valley campuses.

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## **Lost and Found**

Check Student Services/Registration to inquire about lost and found items.

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## **Parking**

The best things in life are free - and at NIC, so is student parking! Seriously though, you'll get a ticket or towed if you park in the wrong area. So watch out for signs indicating loading zones, reserved for staff, or parking for those with disabilities.

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## **Smoking Areas**

It's now actually against the law to smoke anywhere on campus except the designated areas. Look for the signs outside on campus and remember to butt out everywhere else!


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## **Transportation**

More and more students are taking advantage of carpooling, particularly those travelling between communities. Watch for carpooling sign-up posters on campus bulletin boards, inquire among your classmates, and check the NISU website at



[www.nisu.ca](http://www.nisu.ca)  for carpooling options under 'Ride Share'.

For local bus schedules, fares, and where to buy bus passes, check [www.bctransit.com](http://www.bctransit.com) . Bus passes are sold at Campus Stores and are available by monthly pass or semester pass.

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## HEALTH AND SAFETY

### Emergencies

Familiarize yourself with posted evacuation routes in each building. From any NIC office phone, dial 911 (fire/ambulance). See also First Aid.

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### First Aid

If you need First Aid attention, head to Student Services/Registration. All campuses have a designated and certified First Aid attendant on staff daily. See also Emergencies.

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### Human Rights

NIC has a zero tolerance policy on discrimination and harassment. Contact a Counsellor for advice and support.

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### Policies & Procedures

Heads up! It is YOUR responsibility to understand and comply with NIC policies and procedures. Please pay special attention to the following: Academic Progress, Examinations, Registration, Student Appeal, Final Grade Dispute, Conduct, and Complaint Resolution. Or, chat with a counsellor, who will be happy to go over them with you. You can also find all of NIC policies & procedures online at [www.nic.bc.ca/about\\_us](http://www.nic.bc.ca/about_us) .

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### Safe Harbours

North Island College is pleased to be part of the Safe Harbours program. Safe Harbour: Respect for All is a vision in action. Embracing diversity is important to us and we are proud to be part of a network of over 750 Safe Harbour locations across our province.

We wish to make our learning community a safe place for all students and employees, to celebrate our differences, helping to create safer, more welcoming communities that support diversity and reject discrimination.

Respect for All—Pass It On! [www.safeharbour.ca](http://www.safeharbour.ca) 

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### Safety & Security

If you notice suspicious activity or are worried for your personal safety, notify NIC reception or seek help at Student Services/Registration. After office hours, security personnel in uniform patrol most campuses. Most importantly, trust your instincts. If something doesn't seem right, it probably isn't.

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### Scent Free Policy

It's surprising how many people are allergic to fragrances. That's why NIC has chosen to be a scent-free community. Please refrain from using after-shave, perfumes, and

lotions.

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## LIBRARY

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

Hours of library service vary from campus to campus and with the time of the year. Please check the website at [www.nic.bc.ca/library](http://www.nic.bc.ca/library) for details.

The library catalogue lists the library holdings of North Island College, including books and e-books, videos and dvds, magazines and journals. The library website 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, 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, check with Library staff for details.

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## PRINTING AND PHOTOCOPYING

NIC has implemented Pay4Print, an online pay for printing system. In order to print on student printers (at the Comox Valley, Campbell River, and Port Alberni campuses), a user requires an NIC Pay4Print account and sufficient printing credits. Each printed page costs 10 cents.

Two Ways to Pay for Printing:

1. Create an account and purchase printing credits online using a credit or debit card: [www.nic.bc.ca/services/learningandsupport/studentprinting.aspx](http://www.nic.bc.ca/services/learningandsupport/studentprinting.aspx)
2. Purchase NIC PrintBucks at the campus bookstores, in increments of \$1 or \$10 (cash only). Purchases of printing credits and PrintBucks are non-refundable.

You'll find coin-operated photocopy machines (15¢/page) and printers for student use at all NIC libraries.

## Departments

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## ACCESS FOR STUDENTS WITH DISABILITIES

The Department of Access for Students with Disabilities is proud to offer a diverse range of courses, programs and services to support learners of all abilities. With confidential and individualized support, NIC can help you reach your goals. For more information on upcoming programs, contact the NIC Access for Students with Disabilities department at the campus nearest you.

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### Employment Transition Program

The Employment Transition Program is a supportive program that teaches students the work, life, and social skills needed to prepare for employment.

Course offerings for the Employment Transition program change from year to year based on enrolment and community need. The program runs from September to April, with intake and registration in May. Interested students are asked to contact the instructors eight months prior to the start of the program.

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

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.

#### Admission Requirements

- Have a genuine desire to work
- Be a minimum of 18 years of age
- Attend a personal interview with the instructor and meet assessment criteria

Note: North Island College staff are available and happy to support unique student needs as well as assist with course planning and the admission process. Please contact Access for Students with Disabilities for more information.

#### 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. Students must also be able to work successfully in a group setting.

#### Program Requirements

Course offerings for the Employment Transition program change from year to year based on enrolment and community need. Course topics may include, but are not limited to:

- AED 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

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### Other ASD Courses

Each year a selection of courses are offered in consultation with local communities. The following list is a sample of the courses offered. Please see the full listing in Courses section of this calendar.

- AED 028 Relaxation and Stress Management
- AED 030 Basic Computer Skills
- AED 033 Emergency Preparation
- AED 034 Interpersonal Skills
- AED 036 Intermediate Computer Skills
- AED 038 Literacy for Life
- AED 060 Contemporary Issues
- AED 061 Discovering Career Paths

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## **Individual Support Services**

Students with a documented permanent disability can access a wide range of support services, from education planning to adaptive technology. Some services, such as interpreting, captioning, alternate format textbooks, and access to adaptive technology, can take longer to organize. To ensure you receive the services you require, plan to contact us at least eight months ahead of time.

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 documents from a qualified expert. It is the student's duty to request accommodation and provide documentation early in the academic year.

### **Student responsibilities:**

- 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
- Textbooks and handouts in alternate format
- Access to adaptive technology
- Learning strategies support
- Note taking
- Tutoring
- Physical Access

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

### **When to Apply**

Apply eight months before you plan to attend NIC, and book an appointment with Services for Students with Disabilities (SSD) to discuss support services and arrange accommodated placement testing if necessary. Bring recent documentation of your disability to discuss your support needs.

Documentation must include:

- A diagnosis of a permanent or ongoing 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.

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## Contacts

### 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)  
Jane Reynolds, 250-724-8765, [jane.reynolds@nic.bc.ca](mailto:jane.reynolds@nic.bc.ca)

### Mount Waddington

Hazel Trego, 250-949-2858, [hazel.trego@nic.bc.ca](mailto:hazel.trego@nic.bc.ca)

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## CONTINUING EDUCATION

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.

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## Personal & Professional Development

Drop by your local NIC campus to pick up a printed copy of the Continuing Education Catalogue 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/continuingeducation/](http://www.nic.bc.ca/continuingeducation/) or contact your local campus. Here are just a few of the subjects you can choose from:

- Art & Language: Crafts, Fine Art, Singing, Language & Literature, Photography
- Business & Computers: Career Development, Computers, Finance
- ElderCollege
- Ed2Go
- First Aid & Safety Training
- Foodsafe
- Health & Wellness
- Home & Garden: Cake Decorating, Gardening, Organic Master Gardener
- Marine Training
- Trades: Building & Structures, Heavy Equipment Operator, Oil & Gas, Professional Driver Training, Welding

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## Contacts

### **Campbell River Campus**

Agnes Sharkie, 250-923-9750, [agnesharkie@nic.bc.ca](mailto:agnesharkie@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)

### **Port Hardy Campus**

Karsten Henriksen, 250-949-7912 ext.2858, [karsten.henriksen@nic.bc.ca](mailto:karsten.henriksen@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)

### **All Communities**

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

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## CO-OPERATIVE EDUCATION

Want to end the "no-experience, no-job" cycle? Co-operative Education (often called "Co-op") integrates your studies with paid periods of relevant work experience in the real world. You will have the opportunity to apply academic knowledge, clarify career direction, earn a competitive wage, and develop confidence in your skills and abilities.

After completing a Co-operative Education designation, your resume will show employers that you are a graduate with the important distinction of having current work experience in your area of study. As a Co-op student, you will receive friendly, professional, and personalized career support throughout your study and work terms.

During pre-employment seminars, you will learn important work search and employment success skills that remain relevant long after graduation. You will also gain access to jobs that are related to your studies, and break that "no experience, no job" cycle. So, advance your career even before you graduate by adding Co-op to your NIC experience.

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

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## Program Options

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

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

Since Co-op students complete relevant 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 their employment needs.

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## **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 fall. Contact the Co-op Education office for details.

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## **Program Requirements**

In order to receive a Co-op designation, completion of .1 workterm is required for Tourism programs, 2 work terms for the Business Diploma program, and a minimum of 3 work terms is required for the Business Degree.

### **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

### **2nd Work Term**

- BUS 297 Business Administration Co-op Work Term 2

### **3rd Work Term**

- BUS 397 Business Administration Co-op Work Term 3

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

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## **Work Term Transfer**

Co-op programs at NIC are provincially accredited through the Association for Co-operative Education - BC/Yukon and nationally accredited through the Canadian Association For Co-operative Education (CAFCE). If you are planning to continue your studies within the same discipline at another institution in BC where Co-op is offered, or across Canada your work terms are eligible for transfer as well.

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## **Contacts**

Co-operative Education, 250-923-9739 or 250-334-5076,  
[employment.resources@nic.bc.ca](mailto:employment.resources@nic.bc.ca)

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## INTERNATIONAL EDUCATION

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.

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### 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 one's 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)

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### International Student Admission

[http://international.nic.bc.ca/applying\\_to\\_nic/default.aspx](http://international.nic.bc.ca/applying_to_nic/default.aspx)

In general, international applicants must:

- Be 18 years of age or older\*
- Meet Canadian government immigration authorization requirements
- 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.

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### 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.

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## **Contacts**

### **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)

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## **TRAINING SERVICES**

Working in partnership with industry, industry associations, or communities, North Island College has a long history of providing customized training throughout the province, through our Continuing Education and Training Division. 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.

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

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### **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 courses that Training Services can provide for your group or business on request:

- Leadership and Coaching Skills, Conflict Resolution, Computer Training
- Test of Workplace Essential Skills (TOWES)
- WSBC Occupational First Aid Levels 1, 2, & 3, WHMIS, H2S, TDG, WorkSafe Education Partner courses

- FoodSafe, WorldHost, Retail Training, Service Excellence, Hospitality & Retail Essentials
- MED A1, MED A2, MED A3, SVOP, ROC-MC, Master Limited

In addition, programs available on a contract basis include:

- Residential Building Maintenance Worker
- Commercial Screenprinting
- Cultural Heritage Resource Management
- Agriculture and Farm Production
- Career Development Certificate
- Natural Resource Occupational Skills
- Facility Operations
- Fire Safety Training
- Wildfire Training
- Non-profit Management Certificate
- Oil & Gas Training
- Organic Master Gardener
- Woodland Harvesting
- Introduction to Underground Mining
- Shellfish Occupational Skills

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## **Contacts**

**Manager, Continuing Education and Training Division**

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

## Exams

### In this Section:

[Exam Rules](#)

[Distance Exams](#)

[Exam Schedule](#)

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## EXAM RULES

### What should I bring?

Generally, just bring your student card and a suitable writing instrument (pen or pencil) plus a backup. Before exam week, ask your instructor three things:

- What the format of the exam is? For ex: multiple choice, essay, open book
- What materials are allowed? For ex: calculator, dictionary, etc
- What timeframe do you have to write the exam?

### What else can I bring?

No food or drinks. Generally, no books, notes, blank paper, laptops, etc are allowed unless your instructor says differently. Cell phone, pagers, and blackberries must be turned off and left on the corner of your table.

### What if I don't show up?

In nearly all cases, you're given a mark of zero on the exam. For serious and documented absences (illness, injury, or bereavement), talk to your instructor about rescheduling options.

### What if I'm late?

You're allowed into the exam room up to 30 minutes after the start of an exam, but you won't be given extra time at the end to finish.

### What if I finish early?

You have to wait until 30 minutes after the exam started before leaving the room.

### What if I need disability support services?

Special needs are gladly accommodated whenever possible, but arrangements must be made with the course instructor and Access for Student Disabilities at the beginning of the semester.

### Can I write my exam on a different day?

Final exams for scheduled courses must be written by the student at the designated time.

### **What if I have three exams on the same day?**

You will not be expected to write more than two exams in one day. If this occurs in your schedule, please speak to your instructors about rescheduling options.

### **What if I have two exams scheduled at the same time?**

Please let your instructor know about the conflict right away to discuss rescheduling options.

### **Can I ask for an extension on exams or assignments?**

In rare and unavoidable circumstances, students may request extensions on exams or assignments by applying for Incomplete Status (max. up to three months). Talk to your instructor or inquire at Student Services.

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## **DISTANCE EXAMS**

### **Where can I write my distance exams?**

Distance exams may be written at any NIC campus or centre, but it is also possible to write your exam at another educational institute if it's closer to you. To write an exam at another institute you will need to complete the Off-Campus Exam Application and submit it to Assessment Services for approval of your invigilator. Once your invigilator is approved permission will be granted for the exam to be released. Requests should be submitted no later than three weeks before a student hopes to do an exam. If you cannot attend a North Island College campus or centre, or another educational institute to write your exam, your exam may be written under the supervision of an approved invigilator. Please contact the Student Services' Assessment Office to learn more about invigilation services.

### **How do I arrange a distance exam at an NIC campus or centre?**

- Three weeks ahead of time, notify your instructor that you will soon be ready to write your exam. Tell them when (your desired test time) and where (which NIC campus or centre). They will send your exam to that location.
- Two weeks ahead of time, contact Student Services to make the booking at your chosen location. They will arrange for a test supervisor. It is important at this time to make sure your exam has arrived from the instructor.

If something serious or unexpected comes up, talk to your instructor immediately about your rescheduling options.

### **What should I bring?**

Picture ID and your student number are mandatory for distance exams, so please bring your student card and a suitable writing instrument (pen or pencil) plus a backup. When you notify your instructor to arrange your exam, ask them three things: (1) what the format of the exam is—multiple choice, essay, open book, (2) what materials are allowed—calculator, dictionary, etc, and (3) how long the exam is.

## **NIC Exams**

Students wishing to write an NIC mid-term or final exam should contact the local campus Assessment Office to confirm space and time availability. Please note: NIC students must contact their course instructor to request that the exam be forwarded to the appropriate Assessment Service office. Arrangements must take administration time into consideration.

## **Learning Strategies**

Learn effective study skills including exam preparation, academic reading and note

taking and time management. NIC counsellors are here to give you one-on-one help. Contact Student Services to book an appointment. See also Counselling for more information.

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## **EXAM SCHEDULE**

You can view the exam schedule online at [www.nic.bc.ca/services/recordsandregistration/exams.aspx#exams](http://www.nic.bc.ca/services/recordsandregistration/exams.aspx#exams)

## Graduation

### In this Section:

[Graduation](#)

[Online Forms](#)

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## GRADUATION

Are you a current student who will be graduating this year? Here's how you can prepare for graduation in three easy steps:

### 1. Register

Students must register to participate in a graduation ceremony.

- Download the Student Registration & Regalia Order Form PDF form from our website or pick up a copy from Student Services. Complete the form and drop it off at the Student Services/Registration Office at your local campus.
- A \$35 fee is due by April 30. Payment may be made in person with a debit card, cheque, credit card, cash, or by mail with a cheque only.

For more information, contact the Assistant Registrar at your local campus.

### 2. Attend the Ceremonies

The graduation ceremony is the highlight of the college year, and we look forward to honouring your success and achievements. The details below will help to clarify any questions you may have regarding the day's events.

All guests are welcome to celebrate your important day with you. Guest seating is not reserved, there is no limit to the number of guests you can bring, and no invitations are required at the door. Remember to join us after the ceremony for the reception.

Graduates will be ushered into the ceremony to reserved seats. Please arrive at least one hour before the ceremony to coordinate gowns and photos. Specific information about your graduation ceremony will be mailed to you mid-May. Information will also be posted on the NIC website.

Regalia must be returned after the ceremony. Students will be responsible for any charges incurred due to damage or their late return.

### 3. Get your Credentials

Fill out the Application for Credentials form to receive your credentials. All NIC certificate and diploma graduates will receive their credentials by mail. Degrees are presented at the graduation ceremony.

Keep your address current online via NIC Connect or mail or fax the Change of Address form to the Student Services office at your local campus.



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## **ONLINE FORMS**

You can download all our online PDF forms from the address below:

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

## NIC Connect Guide

### In this Section:

[NIC Connect Login](#)

[Access your Student Record Online](#)

[How to Manage your Student Account with NIC Connect](#)

[Hours of Operation](#)

[Log in for the First Time](#)

[Edit your Account](#)

[Forgot your Username / Password?](#)

[Manage your Payments](#)

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[When are Payments Due?](#)

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[Register for Courses & Manage your Timetable](#)

[View your Grades](#)

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[Get More Help](#)

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## NIC CONNECT LOGIN

<https://nicconnect.nic.bc.ca> 

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## ACCESS YOUR STUDENT RECORD ONLINE

For most programs you can register for classes, view and print class schedules, make payments, check grades and finances, change personal information, and more with NIC Connect—an online service that allows you to access your student record from the NIC website.

Once you have been accepted and invited to register for courses, you will receive a username and password for NIC Connect in the mail.

No username or password yet? Anyone can use NIC Connect without a password to browse current timetable information and search for classes.

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.

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## HOW TO MANAGE YOUR STUDENT ACCOUNT WITH NIC CONNECT

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### Hours of Operation

NIC Connect is unavailable from 2 am to 5 am daily.

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### Log in for the First Time

Go to [www.nic.bc.ca](http://www.nic.bc.ca) and click on “NIC Connect” in the top right-hand menu.

#### 1. Get your user ID and temporary password

You will have received your user ID and a temporary password on your Invite Letter.

Don't have your Invite Letter?

- On NIC Connect's homepage, click on “What's my password?”.
- Click on “Reset my password”.
- Enter your last name and SIN number or NIC student number, click “Submit”.
- Select your email address from the drop down menu, click “Submit”.

A temporary password will be emailed to you.

#### 2. Log in for the first time

- On NIC Connect's homepage, click on “Log In”.
- Enter your user ID, your temporary password and a new password of your choice, between six and nine characters and including letters and numbers.

Be sure to enter a “Password Hint” for future reference.

To update your address or email with NIC, click on “Address Change” under “User Account”.

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## **Edit your Account**

Under the tab called User Account, you can:

- Keep your personal profile up-to-date.
- View your user ID.
- Change your password.
- Change your mailing address, phone number or email address.

Let Student Services/Registration know if your name, address, or e-mail has changed. It only takes a moment and will save you from missing important updates related to your course, program, funding, or grad.

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## **Forgot your User ID or Password?**

On NIC Connect's homepage, you can retrieve your user ID by clicking "What's my User ID?" in the bottom right-hand menu; and your password by clicking "What's my password?".

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## **MANAGE YOUR PAYMENTS**

Under the tab called Financial Information, you can:

- Stay on top of your finances.
- View your account summary.
- Print your tax receipt and Registration Statement.
- Pay your tuition and request refunds.

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## **Make a Deposit**

Once you have been invited to NIC you can pay your tuition deposit online with a credit card. A deposit is required at the start of every academic year and will be subtracted from your tuition.

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## **Pay on your Account**

Now you are registered, make sure you pay the remainder of your tuition fees before the payment deadline. Unpaid fees may result in removal from your courses.

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## **Request a Refund**

Complete the online form if you have dropped a course and are eligible to receive a refund.

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## **When are Payments Due?**

For most people, on or before the first day of classes. But some programs do have to pay earlier, so double-check your paperwork from Student Services to be sure. You can avoid long, annoying lineups on-campus by paying online with a credit card or through your bank.

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## **Important Deadlines**

Make sure you check course registration and fee payment deadlines at

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## REGISTER FOR COURSES & MANAGE YOUR TIMETABLE

Under the tab called Registration, you can:

- Search all our credit courses to find scheduled sections that suit you.
- Register and drop sections.
- If your preferred section is full, you can place your name on a waiting list.

A course section is a an available class. It is up to you to select courses with sections that don't conflict so you can attend all your classes. A full course load is typically made of three sections. Once you've found the course sections you want, register for them.

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### Register for Courses

You can add a scheduled or "lock-step" or distance/flexible course to your course load up to the last day of registration.

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### Dropping Courses

For most programs, you will have up to ten calendar days from the start of classes to drop a course and receive a tuition refund.

Drop or withdraw with caution! You need a 60% course load to retain your eligibility for student loan.

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### Waitlist Procedures

If the course you're after is already full, you can add your name to the course waitlist. You'll hear from Student Services/Registration by phone or email if a seat becomes available. You're encouraged to show up for your waitlisted classes during the first week to keep up to date. Keep in mind two conditions:

- You can only waitlist in one section of a course, per term, per campus.
- You can't waitlist for another section of a course you're already registered in.

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## VIEW YOUR GRADES

Under the tab called Academic Profile, you can:

- Keep track of your academic profile:
- View your grades, grade point average.
- View your current class schedule.
- Print an official transcript request form.

You can view your grades in three ways:

- Percentages, click "Grades"
- Grade Point Average by term
- Student Gradebook

For grade definitions and equivalencies please see the [Grading System](#) under Student Records.

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### View your Class Schedule

Once you've registered for courses, NIC Connect will compile the sections you chose into a handy timetable format (your Registration Statement is another way to view your classes).

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### **Release of Information Proxy**

If you need someone to conduct student related business at NIC on your behalf, fill in a Release of Information Proxy form and return it to Student Services. Forms are available for pick-up at Student Services or on the college website at [www.nic.bc.ca/forms](http://www.nic.bc.ca/forms).

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### **Official Transcript Request**

To receive an official transcript (copy of all your NIC grades), just complete/submit the Official Transcript Request Form to Student Services/Registration and pay the \$5+HST fee. You can submit it in person, by fax, or mail. Don't forget: your record is confidential, so the request can only be sent in by you.

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### **GET MORE HELP**

IN NIC Connect, there are help screens available for each page in the Students Menu. Look for them in to top and bottom menus.

Or you can click "Contact Us" in the top and bottom menu.

## Policies

### In this Section:

[Academic Progress, Policy #3-01](#)

[Admission, Policy #4-17](#)

[Attendance & Performance in Courses & Programs, Policy #3-19](#)

[Clean Air, Policy #7-01](#)

[Examinations, Policy #3-09](#)

[Fees and Refunds, Policy #4-04](#)

[Audit Students](#)

[Field Trips](#)

[Liability Waivers](#)

[First Aid & Safety](#)

[Freedom of Information/Protection of Privacy Act \(FIPPA\), Policy #1-01](#)

[Human Rights, Policy #2-08](#)

[Insurance Coverage—Student Use of Personal Vehicle](#)

[Mature Student Status, Policy #4-16](#)

[No-Show, Policy #3-05](#)

[Repeating a Credit Course, Policy #3-14](#)

[Student Appeal, Policy #3-31](#)

[Student Final Grade Dispute Resolution, Policy #4-03](#)

[Student Conduct, Policy #3-06](#)

[Student Complaint Resolution, Policy #3-31](#)

[Workers' Compensation Board Coverage](#)

[Academic Honesty & Standards, Policy #3-26](#)

## **ACADEMIC PROGRESS, 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.

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## **ADMISSION, POLICY #4-17**

To be admitted to the College, an applicant must be 18 years of age or older within the calendar year in which they will be studying or meet the underage admission requirements as outlined in the Underage Admission Procedures available in the Office of the Registrar. High School students may apply as a Dual Credit student and should refer to their high school counsellor for more details.

North Island College normally offers program seats to qualified applicants on a 'first qualified, first invited' basis, based on the date and time that the applicant meets all admission requirements. Exceptions may include programs with identified selective admissions criteria, or where there is identified priority admission for Aboriginal applicants or reserved seating agreements with community partners. These exceptions will be posted in the calendar on the NIC website.

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## **ATTENDANCE & PERFORMANCE IN COURSES & PROGRAMS, 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.

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

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

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## **EXAMINATIONS, 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.

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## **FEES AND REFUNDS, POLICY #4-04**



Students must pay their tuition and related fees or make approved alternate arrangements by the published deadlines, to secure their application and/or enrollment at NIC. All fees, except tuition, are non-refundable, payment and refund deadlines may vary by course and/or program and are published. See [Schedules & Deadlines](#) section in this guide.

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## AUDIT STUDENTS

The following rules apply to students in credit courses who register as audit, or wish to change to audit. Please refer to [Policy #4-06](#) on our website.

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 from the first day of classes to the last day to register), 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.

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## 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.

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## LIABILITY WAIVERS

Some North Island College courses and some extracurricular student recreation activities that are organized by the College 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.

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## 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.

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## **FREEDOM OF INFORMATION/PROTECTION OF PRIVACY ACT (FIPPA), 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.

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## **HUMAN RIGHTS, 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.

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## **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.

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## **MATURE STUDENT STATUS, POLICY #4-16**

North Island College welcomes adults who have made the decision to return to school and will waive course prerequisites in eligible post-secondary level courses for students who declare mature status during the registration process. Mature status is defined as being 23 years of age or older in the calendar year they will be studying.

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## **NO-SHOW, 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.

Note: This policy is under review. Please check [www.nic.bc.ca/about\\_us/Policies.aspx](http://www.nic.bc.ca/about_us/Policies.aspx) for up-to-date information.

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## **REPEATING A CREDIT COURSE, 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.

Note: This policy is under review. Please check [www.nic.bc.ca/about\\_us/Policies.aspx](http://www.nic.bc.ca/about_us/Policies.aspx) for up-to-date information.

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## **STUDENT APPEAL, POLICY #3-31**

This policy guides 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.

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## **STUDENT FINAL GRADE DISPUTE RESOLUTION, 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. See an NIC counsellor for details and assistance.

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## **STUDENT CONDUCT, 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 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.

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## **STUDENT COMPLAINT RESOLUTION, POLICY #3-31**

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 from an NIC counsellor to ensure that this policy is appropriate to the concern being raised. The goal of the Student Complaint Resolution 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.

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## **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.

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## **ACADEMIC HONESTY & STANDARDS, POLICY #3-26**

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. North Island College undertakes to review and inquire into allegations of academic misconduct in a timely, impartial, and accountable manner and take appropriate action when it finds that academic misconduct has occurred.

Academic dishonesty includes, but is not limited to acts of the following:

- Plagiarism
- Cheating
- Misrepresentation

## Registration

### In this Section:

[Student Responsibility](#)

[Submitting Proof of Prerequisites](#)

[Timetabling](#)

[Log in to NIC Connect](#)

[Search for Courses](#)

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## 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.

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## SUBMITTING PROOF OF PREREQUISITES

A prerequisite is a course or requirement that you must complete or meet before you are allowed to take more advanced courses in your chosen studies. Although you can register ahead of time for most courses, you will be removed if you do not submit proof of your prerequisite prior to the deadline. Most prerequisites are due on the first day of classes. Proof of prerequisites may include submitting official transcripts to Student Services, or completing placement testing, or applying for transfer credit. Students who believe they have the knowledge to be successful in a course without formal proof of prerequisites should refer to the Mature Student Policy #4-16.

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## TIMETABLING

The steps below apply only to students who need to build their own timetable, because they have applied to programs with no set schedule such as University Transfer, Business Administration, Fine Arts, or any program with electives. Students in programs that have set schedules and no electives, such as Trades and some Health programs, will not need to use these timetabling steps. Students who applied for Applied Business Technology or Adult Basic Education should see a student advisor.

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## Log In to NIC Connect

Visit [www.nic.bc.ca](http://www.nic.bc.ca) and click on NIC Connect in the top right-hand menu. NIC Connect will open in a new window. You can log in as a guest, or with your user name and password, to search course offerings

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## Search for Courses

Fill in as little or as much detail as you like (minimum 2 fields required).

- Enter term. Some courses are only offered in either the fall or the winter term.
- Enter course title. You can search all courses in a subject area or one specific course.
- Enter other information. Such as campus location, delivery format, preferred instructor etc.

- Click Submit. (Context-sensitive HELP is available from the top-right tab menu).

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## Read the Search Results

Each course has a course code which indicates location, delivery method and section.

### Example of Section Selection Results

Section Name & Title	Loc	Meeting Information	Faculty	Avail/ Cap/ Wait	Status
ENG-120-CVS1 Lit & Comp 1	CV	12/09/4-12/12/08 LEC TTH 02:30 PM - 03:50PM TYE 205	S. Schoenhoff	13 / 30 / 0	Open

### Translation of Section Selection Results

- Section Name and Title: English 120 | Comox Valley Campus | Scheduled Section 1 | 'Literature and Composition 1'
- Loc: Comox Valley Campus
- Meeting Information: runs from Sep 4 – Dec 8 | Lecture on Tues & Thur | 2:30 – 3:50 pm in Tyee Hall Room 205
- Faculty: taught by S. Schoenhoff
- Avail/Cap/Wait: 13 seats available | 30 maximum | 0 waitlisted
- Status: available to register
- Credits: 3 credit course

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## Work out your Timetable

- Schedule courses that offer only one section first.
- Where required be sure to schedule labs. Labs are indicated by an “L” after the course name. Check course descriptions on our website ([www.nic.bc.ca/programs/courses.aspx](http://www.nic.bc.ca/programs/courses.aspx)) to determine if the course you wish to take has a lab, i.e.: If you are taking Biology 102 you need to schedule both BIO 102 & BIO 102L.
- Is the course you want full? If so, we strongly recommend that you put yourself on the waitlist for the course. If space becomes available, you will be called and offered a seat. For more details, see “Waitlist” in this section of the guide.

For more information on how to use NIC Connect, please see the [NIC Connect Guide](#).

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## How Course Codes Work

# 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

GR = Gold River

PA = Port Alberni

PH = Port Hardy

UC = Ucluelet

This letter indicates how the course is offered:

**C:** Continuous Entry. You may start a course at anytime throughout the semester, space permitting. Adult Basic Education courses are offered this way.

**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.

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

**S:** Scheduled class. You will be in a classroom with other students at specified times on specified days.

**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 may teach from any campus.

**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 our Online Learner Success course (ABT-020)!

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## DELIVERY METHODS

Credit courses may be offered in a variety of delivery formats.

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### 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.

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### Interactive Television (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. See definition in chart above.

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### 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.

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## 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.

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## 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. Ordering information can be found under Book Search in this section of the guide.

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. You may search for online sections and request specific course enrollment information through the website ([www.bccampus.ca](http://www.bccampus.ca) ). 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.

### 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 Schedule & Deadlines section of this guide. Lock Step works especially well as timelines help pace you through the course.
- **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 Schedule & Deadlines section of this guide. 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 the standard four months.

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## PRIORITY REGISTRATION

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

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### 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.

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### For New Students

New students will have the opportunity to register two weeks following continuing students. See Schedules and Deadlines for new student registration date.

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## 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 on our website.

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, the time period from the first day of classes to the last day to register), provided that there is available space.
4. Audit students may not change their status from audit to credit after the last day to register. 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.

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## ADDING COURSES

You can add a scheduled, ITV or distance course to your course load up to the last day of registration. Deadlines are listed in the Schedule & Deadlines section of this guide. If you miss the deadline, the instructor MIGHT permit late registration by signing a [Late Registration](#) form, available from your local Student Services office.

The last day to register for Continuous Entry / Exit programs and courses varies by program. Please check with your local Student Services for details.

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## DROPPING COURSE

For most programs that start in Fall or Winter terms, you will have up to ten calendar days from the start of classes to drop a course and receive a tuition refund. You can also drop courses through your NIC Connect account or in person at any campus Student Services. Please note: If you have a student loan, you must maintain a 60% course load to retain your eligibility.

Refunds and status changes for Continuous Entry / Exit and Flexible Distance Courses must be made within the first 10 days of your start date.

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## WAITLIST

If the course you've selected is already full, you can add your name to the course waitlist. However, you are only permitted to waitlist in one section of a course, per term, per campus. Furthermore, if you are already successfully registered in a course, you're not allowed to waitlist for a different section of the same course.

If you're on a waitlist and a seat becomes available, Student Services will contact you with a deadline to register. Students who are waitlisted are responsible for checking telephone messages, electronic messages or checking their waitlist status on their online account (NIC Connect).

If a student is offered a seat, but does not claim it by registering within the timelines provide, the student will be removed from the waitlist and the seat will be offered to the next waitlisted student.

It is recommended that waitlisted students attend classes during the first week to keep up-to-date on course work in case a seat becomes available.

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## WITHDRAWING FROM A COURSE

After the deadline to drop a course has passed, you still have time to withdraw from a course without a refund. Never just stop attending classes. To avoid a DNC (Did Not Complete with a grade point of "0") being permanently recorded on your transcript, you must officially withdraw from any course(s) that you do not wish to complete. To officially withdraw, you must complete and submit a Withdrawal form to Student Services before the deadline date stated in the Academic Schedule.

Withdrawing from a course or program may jeopardize the interest free status of a student loan and future loan eligibility. You should speak with the Financial Aid Advisor before withdrawing.

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## DE-REGISTRATION AND NO SHOW

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

- Unpaid fees
- Unmet prerequisites
- No-show: Student must show-up to all classes during the add/drop period or inform their instructor prior to class to avoid being deregistered for no-show. Some programs may have established program-specific attendance expectations. Your instructor will provide guidelines in writing either before classes begin or on the first day of class.

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## TRANSFER CREDIT

Want to know if your NIC course transfers somewhere else? NIC advisors are your experts on transfer credit. Book an appointment through Student Services and check out the NIC Transfer Tips online. You can also do a quick check at [www.bctransferguide.ca](http://www.bctransferguide.ca). Enter your NIC course name and number to see a list of accepting universities and colleges in BC.



## TRANSFER POSSIBILITIES

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.

University Transfer means that you are taking courses at North Island College (sending institution) with the goal of transferring those 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 first need to clearly understand how university transfer works, your responsibilities, which include researching and meeting transfer requirements, grade point averages, and deadlines of your chosen university or institution. Fortunately, at NIC, you'll also have student advisors who are available to help with the details.

You can start today by browsing online:

- [www.educationplanner.ca](http://www.educationplanner.ca)   
Search programs, fields of study, locations, costs, admission requirements, program lengths, and much more at 28 of BC's post-secondary institutions.
- [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.

## STUDENT IDENTIFICATION CARDS

Once you have registered in one or more credit courses, you are eligible to receive a free Student Photo ID Card. Photos are taken in the Student Services office at your local campus. Remember to bring your student number and another form of photo ID. The Student Services staff will advise where and when to pick up your card. Distance students are eligible for photo ID—call your closest campus or centre for more details.

You'll need to show your NIC student card when:

- Borrowing books from the library
- Registering or withdrawing from courses in person
- Voting in elections of student representatives
- Buying computer software at the bookstore in order to receive student pricing
- And anywhere you need to prove your NIC student status.
- Receiving student discounts at participating businesses - see Contact section of this guide for details.

If you lose your student card, a replacement will cost \$10.

## REGISTER NOW

<https://nicconnect.nic.bc.ca> 

## Schedules

### In this Section:

#### [Programs with Varying Start Dates and Distance Courses](#)

[Applied Business Technology](#)

[Health & Community Care](#)

[Tourism & Hospitality](#)

[Trades & Technology](#)

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#### [Programs and Courses with Term-based Start Dates](#)

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#### [Term Calendars](#)

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## PROGRAMS WITH VARYING START DATES AND 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 program. For more information or guidance, please contact Student Services.

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## **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 September 4th by 4 pm for the 2012 Fall term.
- Registrations for any fall term courses on and after September 4th must be paid in full at the time of registration.
- Students registering for 2013 winter term courses must pay full fees by January 2nd. Registrations for any winter term courses on and after January 2nd 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.

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## **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.
- Winter break is December 24th, 2012 to January 1st, 2013 inclusive. Classes start January 2nd.
- 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

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## **Tourism & Hospitality**

Hospitality Distance Learning:

- Full fees are due at the time of registration

Professional Cook (Culinary Arts): See Trades & Technology below.

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## **Trades & Technology**

Aircraft Structures Technician (AME-S), Automotive Service Technician Foundation, Carpentry Foundation, Drafting, Electrical Foundation, Electronics Technician Core, Heavy Duty & Commercial Transport Mechanics Foundation, Industrial Automation Technician, 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 24th, 2012 to January 1st, 2013 inclusive. Classes start January 2nd.
- All stat holidays apply. 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.

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## 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 6th week of both the fall and winter terms.
- Last day for tuition refunds or to change status (credit/ audit) 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.

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## PROGRAMS AND COURSES WITH TERM-BASED START DATES

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

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### Upgrading & Special Programs

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

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### Business

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

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### 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

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## **Tourism & Hospitality**

Tourism & Hospitality Management diploma, Food & Beverage Management

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## **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 and diploma

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## **University Studies & Transfer**

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

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## **TERM CALENDARS**

### **Spring Term 2011**

#### **May 2012**

May 2 - Classes begin for Spring term 2012. All fees must be paid in full and all prerequisites met by 4 pm for the Spring 2012 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements

May 4 - Last day to register, apply for refund, change from credit to audit

May 8 - Continuing student registration begins for Fall 2012

May 21 - Victoria Day, College closed

May 22 - New student registration begins for Fall 2012

May 28 - Last day to withdraw without academic penalty

#### **June 2012**

Jun 11-15 - Last week of classes

Jun 13 - Mt. Waddington Grad

Jun 18-22 - Final examination period

Jun 20 - Port Alberni Grad

Jun 22 - Comox Valley Grad

Jun 26 - Campbell River Grad

For more information, visit [www.nic.bc.ca/services/recordsandregistration/graduation.aspx](http://www.nic.bc.ca/services/recordsandregistration/graduation.aspx)

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### **Summer Term 2012**

#### **July 2012**

Jul 2 - Canada Day, College closed

Jul 3 - Classes begin for Summer term 2012. All fees must be paid in full and all prerequisites met by 4 pm for the Summer 2012 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements

Jul 6 - Last day to register, apply for refund, change from credit to audit

Jul 30 - Last day to withdraw without academic penalty

#### **August 2012**

Aug 6 - BC Day, College closed

Aug 7 - Limited entry programs: All fees must be paid in full and all prerequisites met by 4 pm for the Fall 2012 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.



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

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## **Fall Term 2012**

### **September 2012**

Sep 3 - Labour Day, College closed  
Sep 4 - Orientation Day, first day of Fall term, no classes. All fees must be paid in full and all prerequisites met by 4 pm for the Fall 2012 term  
Sep 5 - Classes begin  
Sep 10- Last day for waitlisted students to claim seats; remaining waitlist will be cleared at 4 pm  
Sep 13 - Last day to register, apply for refund, change from credit to audit<

### **October 2012**

Oct 8 - Thanksgiving Day, College closed  
Oct 12 - Last day to register for flexible distance courses  
Oct 15 - Exam schedule posted

### **November 2012**

Nov 2 - Last day to withdraw without academic penalty  
Nov 12 - Remembrance Day, College closed

### **December 2012**

Dec 3-7 - Last week of classes  
Dec 8-19 - Exams  
Dec 25/12 - Jan 1/13 College closed

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## **Winter Term 2013**

### **January 2013**

Jan 2 - Orientation Day for International Education students, first day of Winter term. All fees must be paid in full and all prerequisites met by 4 pm for the Winter 2013 term. Classes begin.  
Jan 8 - Last day for waitlisted students to claim seats; remaining waitlists will be cleared at 4 pm.  
Jan 11- Last day to register, apply for refund, change from credit to audit.  
Jan 31- Last day to register in Adult Basic Education Continuous Entry/Exit three (3) credit courses in winter term.

### **February 2013**

Feb 8 - Last day to register for flexible distance courses  
Feb 15 - Exam schedule posted.  
Feb 11 - Family Day, College closed.  
Feb 18-22 - 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.  
Note: ECCE reading break TBA  
Feb 28 - Last day to register in Adult Basic Education Continuous Entry/Exit one (1) credit courses in winter term.

### **March 2013**

Mar 1 - Last day to withdraw without academic penalty.  
Mar 29 - Good Friday, College closed.

### **April 2013**

Apr 1 - Easter Monday, College closed  
Apr 8 - Timetable posted for 2013 Fall and 2014 Winter  
Apr 8-12 - Last week of classes  
Apr 13-24 - Exams

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## **Spring Term 2013**

### **May 2013**

May 1 - First day of Spring term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm for the Spring 2013 term.

May 3 - Last day for waitlisted student to claim seats; remaining waitlists will be cleared at 4 pm.

May 7 - Last day to register, apply for refund, change from credit to audit.

May 13 - Continuing student registration begins for 2013 Fall and 2014 Winter.

May 20 - Victoria Day, College closed.

May 21 - Exam schedule posted.

May 27 - New student registration begins for 2013 Fall and 2014 Winter.

May 29 - Last day to withdraw without academic penalty.

### **June 2013**

Jun 10-14 - Last week of classes.

Jun 17-21 - Exams.

Jun 21 - Last day to register for Adult Basic Education Continuous Entry/Exit classes.

For more information, visit [www.nic.bc.ca/services/recordsandregistration/graduation.aspx](http://www.nic.bc.ca/services/recordsandregistration/graduation.aspx)

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## **Summer Term 2013**

### **July 2013**

Jul 1 - Canada Day, College closed.

Jul 2 - First day of Summer term, classes begin. All fees must be paid in full and all prerequisites met by 4 pm for the Summer 2013 term.

Jul 4 - Last day for waitlisted student to claim seats; remaining waitlists will be cleared at 4 pm.

Jul 8 - Last day to register, apply for refund, change from credit to audit.

Jul 16 - Exam schedule posted.

Jul 30 - Last day to withdraw without academic penalty.

### **August 2013**

Aug 5 - BC Day, College closed.

Aug 12 - Last day to pay fees for Fall 2013 Limited Entry Programs

Aug 12-16 - Last week of classes

Aug 19-23 - Exams

## Services for Students

### In this Section:

[Aboriginal Student Services](#)

[Access for Students with Disabilities Services](#)

[Access Services](#)

[Diagnostic Assessments](#)

[Advisors](#)

[Assessment Services](#)

[Placement Testing](#)

[Recognition for Prior Learning \(PLA\)](#)

[Invigilation Services](#)

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## **ABORIGINAL STUDENT SERVICES**

Aboriginal students are welcome to see any of the college's educational advisors and counsellors free of charge. In addition, aboriginal student advisors are available to assist students in developing educational plans, liaise with instructors, or contact aboriginal sponsorship organizations. Campus orientation tours can be provided and each advisor has scheduled drop-in times, check with your local campus for dates and times. If you wish to meet with an aboriginal student advisor, having registered status is not a requirement for eligibility. For more information, contact NIC's aboriginal student advisor at your local campus.

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## **ACCESS FOR STUDENTS WITH DISABILITIES SERVICES**

### **Access Services**

Faculty are available by appointment at the Campbell River, Comox Valley, Mount Waddington 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 of attending classes.

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### **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.

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## **ADVISORS**

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. Student 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.

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## **ASSESSMENT SERVICES**

Assessment Services offers a number of services such as placement testing, PLAR,

and invigilation 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).

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## 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 website 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 this guide.

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## Recognition for Prior Learning (PLA)

NIC recognizes that adult learners acquire knowledge and skills through life and work experiences and study unassociated with formal education. Through the Prior Learning Assessment and the Recognition (PLAR) processes, NIC will assess both knowledge and skills and will grant credit and/or recognition for learning that is equivalent to NIC courses/ programs. Credits for prior learning will appear on official NIC transcripts. Fees will be charged for prior learning assessment and recognition. Applicants are advised to contact the Coordinator of Assessment Services for further information.


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## 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 GED, Prometric, and IT Certification Exams is available through North Island College's Assessment Services. Sittings are scheduled and prior booking is required.

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## 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 online thru the Ministry of Education: [www.bced.gov.bc.ca/ged](http://www.bced.gov.bc.ca/ged) 

Applicants for the tests must:

- Be 19 or older at the time of application
- Have been a BC resident for at least six months
- 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.

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## **COUNSELLORS**

Counselling Services are available to all students. Our professionally-trained counselling staff is available to help students who are experiencing difficulties with their studies. Counsellors also assist students with issues of a personal nature which may be affecting their ability to be successful in their courses. Crisis Counselling is also available.

Students who are undecided about their career or educational goals may see a counsellor for assistance. Workshops in areas such as stress-management, study skills, and time management are offered throughout the year. Contact the counselling services at your local campus for more information. Our goal is to help you reach your goal!

### **Services**

- Career and Educational Counselling: Explore career options, develop skills in problem planning, and prepare to transfer to other institutions.
- Problem Solving: NIC counsellors can help you develop strategies to resolve personal issues that are getting in the way of achieving your goals. They can assist you in a crisis by providing you immediate support and identifying resources outside the College that are available to you. Please tell us if it is a crisis so we can see you quickly.
- Learning Strategies: Learn effective study skills including exam preparation, academic reading and note taking and time management.
- NIC Policies and Procedures: Counsellors can help you interpret NIC's policies and give you guidance.

### **About Us**

The members of NIC's counselling staff have backgrounds in Counselling Psychology, Education, Educational Psychology, Organizational Leadership and Conflict Resolution.

### **Cost**

No fee is charged for Counselling.

### **Limits of Confidentiality**

You have a right to privacy. While it is unusual to break confidentiality, it is our duty to advise you of the following: We will only release information about you to others with your written permission with three exceptions. These are when there are reasonable grounds to believe that:

- A person under the age of 19 needs protection from abuse
- Individuals are likely to cause injury to themselves or others
- We are ordered by a court of law to provide confidential records

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## **EMPLOYMENT RESOURCE CENTRES**

In Comox Valley and 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 cooperative 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)

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## FINANCIAL AID

As an NIC student, you may be eligible to receive financial assistance from loans, grants, bursaries, or scholarships. NIC's financial aid advisors can help you with loan forms and financial aid applications. They can also work with you to explore all your funding options, from bank and government student loans to scholarships, study grants, and bursaries.

Speak with a financial aid advisor for options and sources of funding that may be available to you.

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### 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

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## Contact Us

You can contact us by phone at 1-800-715-0914 or you can email a financial aid advisor at your campus:

- Campbell River Campus: Brooke McIntosh, [brooke.mcintosh@nic.bc.ca](mailto:brooke.mcintosh@nic.bc.ca)
- Comox Valley Campus: Doris Funk, [doris.funk@nic.bc.ca](mailto:doris.funk@nic.bc.ca)
- Port Alberni Campus: Michelle Ayres, [michelle.ayres@nic.bc.ca](mailto:michelle.ayres@nic.bc.ca)

- Mt. Waddington Regional Campus: Dee-Anne Cowan, [dee-anne.cowan@nic.bc.ca](mailto:dee-anne.cowan@nic.bc.ca)

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## FINANCIAL AWARDS

### Scholarships and Bursaries

Through the generosity of donors who contribute to the North Island College Foundation scholarship and bursary program, the Foundation awards more than \$200,000 to students requiring financial assistance as well as recognizes students who achieve academic excellence.

The application deadline for scholarships and bursaries is **April 30**.

Scholarships are funds awarded to students for high academic achievement. Bursaries are monetary gifts provided to students to assist them with expenses incurred while pursuing their educational goals.

Each year, the NIC Foundation publishes a complete listing of North Island College Foundation scholarships and bursaries. View all Scholarships and Bursaries online ([www.nic.bc.ca/services/educationplanning/awards.aspx](http://www.nic.bc.ca/services/educationplanning/awards.aspx)), or visit Student Services at any NIC campus or centre to pick up a booklet.

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### Academic Awards

**Medal Awards** - Every academic year, two prestigious medal awards are given to exceptional NIC students. The Governor General's Collegiate Bronze Academic Medal goes to the student with the highest academic standing upon graduation from a diploma-level program. No application is required.

The Lieutenant-Governor's Silver Medal is awarded to students in vocational or career programs less than two years long who have excelled in their studies and have contributed in a positive way to the life of the college or of the community. Students must apply for this medal and applications are available from the Financial Aid office.

**President's Pin** - Each award period, the President will recognize five students college-wide who have demonstrated academic excellence. The recipients of the awards will include one student in a certificate-level program, one in a diploma-level program, one student in the Adult Basic Education program, one student in the University Transfer program, and one student in a bachelor degree program. These students will be awarded the President's Award for Academic Excellence. For criteria details see policy #3-08 on our website at [www.nic.bc.ca/about\\_us/policies.aspx](http://www.nic.bc.ca/about_us/policies.aspx).

**Dean's Honour Roll Awards** - Each academic year, the Deans recognize those students who have demonstrated excellence in their program of study. These students are named on the Dean's Honour Roll and may be awarded a Dean's Award. For criteria details see policy #3-21 on our website at [www.nic.bc.ca/about\\_us/policies.aspx](http://www.nic.bc.ca/about_us/policies.aspx).

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## ORIENTATION

Students should plan to attend Orientation at their local campus at the start of the Fall term. 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.

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## PEER SUPPORT NETWORK



Need a bit of help? Peer tutors at the Comox Valley campus can help you with all levels of ABE English and Math, ABE Science, UT English, Humanities, first-year Business, ESL, Social Science, first-year Nursing and HSW certificate courses. Tutoring is free.

If you'd like assistance from a peer tutor, register with Sheila Doncaster ([sheila.doncaster@nic.bc.ca](mailto:sheila.doncaster@nic.bc.ca), 250-334-5079) or drop by Puntledge Hall, Room 112, at Comox Valley campus. After registering, you can book appointments on the Peer Tutor Bulletin Board in Puntledge Hall.

Plus, students can drop-in on Tuesday, Wednesday and Friday afternoons. Other times will be posted on the Tutor Bulletin board.

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## 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.

### Study and 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 available in the library, and specific study skills handouts.

NIC counsellors can help you with learning effective study skills including exam preparation, academic reading, note taking and time management. NIC counsellors are here to give you one-on-one help. Contact Student Services to book an appointment. See also Counselling for more information.

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## STUDY AND 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 available in the library, and specific study skills handouts.

NIC counsellors can help you with learning effective study skills including exam preparation, academic reading, note taking and time management. NIC counsellors are here to give you one-on-one help. Contact Student Services to book an appointment. See also Counselling for more information.

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## 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 at the Comox Valley, Campbell River and Port Alberni campuses in mid-August.

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## INTERNATIONAL

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. Our International Community Connections program creates an easy way for international and Canadian students to meet each other and then have opportunities to explore common interests and build friendships. Our Intercultural Ambassadors (ICAs) plan cultural activities (skiing, movies, bowling, coffee, and pub nights) to provide another venue for international and Canadian students to mix and mingle. Check Facebook - North Island College Welcomes the World for activities and to meet new friends.

As well, North Island College International provides specific services for incoming and returning international students to assist international students to make the most of their North Island College study experience. These include NICI 101 Making the Transition, advising, liaison, and accommodation services.







For more information, visit [International Education](#).

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## ONLINE RESOURCES

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.applybc.ca](http://www.applybc.ca) 
- North Island College—Student Survey: [www.nic.bc.ca/studentsurvey](http://www.nic.bc.ca/studentsurvey) 
- International student application: [international.nic.bc.ca](http://international.nic.bc.ca)
- BC Campus—Online Courses throughout BC: [www.bccampus.ca](http://www.bccampus.ca) 
- BC Student Loans Program: [www.bcsap.bc.ca](http://www.bcsap.bc.ca) 
- BC Online Transfer Guide: [www.bccat.bc.ca](http://www.bccat.bc.ca) 

## Student Records

### In this Section:

[Change of Name or Address](#)

[Confidentiality of Your Record](#)

[Credentials](#)

[Residency Requirement](#)

[Certificates, Diplomas, Degrees](#)

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[Tax Receipts \(T2202A\)](#)

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### CHANGE OF NAME OR ADDRESS

Let Student Services/Registration know if your name, address, or e-mail has changed. It only takes a moment and will save you from missing important updates related to your course, program, funding, or grad. You can also do this online using NIC Connect or download a form at [www.nic.bc.ca/forms](http://www.nic.bc.ca/forms).

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### CONFIDENTIALITY OF YOUR RECORD

Only you can add/drop courses, pay fees, or inquire about your student record. That means your parent, spouse, or friend cannot conduct business for you without official consent. You can give another person access to your account by submitting a Proxy/Release of Information form available at your local Student Services office, on

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## CREDENTIALIALS

### 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.

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### 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.

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### Dean's Waiver

Some programs must be completed within a specified number of years. 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.

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## 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	

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## 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.

### Grade Point Average (GPA)

1. 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.
2. These weighted grade points are summed.
3. The credit value of each course is summed.
4. 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	$3 \times 4.33 =$	12.99
HIS 060	2	DNC	0	$2 \times 0 =$	0.00
PHI 100	3	NGR	N/A	N/A	N/A
TOTAL	13				36.0

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

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## 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.

1. **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.
1. **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).

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## 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 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. Students may also view their grades online by logging in to their NIC Connect accounts.

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### Official Transcript Request

To receive an official transcript (copy of all your NIC grades), just complete/submit the Official Transcript Request Form to Student Services/Registration and pay the \$5+HST fee. You can submit it in person, by fax, or mail. Don't forget: your record is confidential, so the request can only be sent in by you.

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## TAX RECEIPTS (T2202A)

Official tax receipts, called T2202A's, are available each spring through NIC Connect.

Students can access their T2202A by logging into NIC Connect with their username and password, selecting the “View My T2202A Information” link from the left menu, and clicking on the appropriate year. The form will be generated and students will have the option to print or save the PDF document.

**Please note:** Form T2202A reports only the tuition paid and the number of months the student is enrolled in a qualifying educational program. It does not provide assurance that the student is eligible for the tuition, education, or textbook credit or for a scholarship exemption. **Each student must determine if he or she is eligible for these tax incentives according to his or her own circumstances.**

The amount you paid may differ from the eligible tuition amounts for your T2202A form if the courses did not take place until the following calendar year or if the course started in one year and ended in the following year.

Generally, a course qualifies for inclusion on your T2202A if it was taken at a post-secondary level. Fees for non-credit courses or courses that are below the post-secondary level are not deductible. This includes academic upgrading (ABE) and English as a second language (ESL) courses. Not all fees can be claimed, the fees you paid must be more than \$100 to qualify. For more information check the Canada Revenue Agency website at [www.cra.gc.ca](http://www.cra.gc.ca) .

## Fees / Tuition

### In this Section:

[Paying Tuition](#)

[Tuition Fees](#)

[Domestic Tuition Fees](#)

[International Tuition Fees](#)

[Tuition by Program](#)

[Other Fees](#)

[Tuition & Refund Categories](#)

[Category 1 Courses and Programs](#)

[Category 2 Courses and Programs](#)

[Category 3 Courses and Programs](#)

[Category 4 Courses and Programs](#)

[Seniors' Tuition Benefit](#)

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### PAYING TUITION

You may pay your tuition via:

- NIC Connect
- In person at Student Services by Visa, Master Card, debit, cheque or cash
- Online banking

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### TUITION FEES

Fees listed in this guide are subject to Board approval and may change. Please visit [Tuition & Costs](#) on our website 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.

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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): starts at \$263.28
- One term (five, 3-credit courses): starts at \$1,316.40
- One year (ten, 3-credit courses): starts at \$2,632.80

### Vocational programs

- Program year: up to \$2,632.80
- Practical Nurse Diploma: \$135.25 per credit

### English as a Second Language

- Canadian citizens, permanent residents, refugees and live-in care-givers will be exempt from paying tuition. All other fees are applicable. Proof of status will be required at time of registration.

### Cooperative Education

- Co-op students must take EMP 100 and pay the \$263.28 cost for this 3-credit course. Students are also required to take TRM or BUS 197 and TRM or BUS 297 with a charge of \$87.76 per credit.

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## 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
- More than 5 courses: \$1,338.75 per additional course
- Post degree diploma: \$13,387.50

### English as a Second Language

- Up to 3 courses: \$4,600
- More than 3 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
- Two months: \$2,300
- Three months: \$3,450

### Vocational for international students (E.g. Aircraft Structures, Electronics)

- Program year: \$10,710

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## Tuition by Program

To view a detailed breakdown of tuition and fees by program, please visit [Tuition & Costs](#) under Student Services online.

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## 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>Cooperative 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

To calculate the approximate total cost of your education while studying at North Island College, please find your program in the table. Fees are listed by program and include a tuition estimate, approximate book costs\*, and lab and student union fees. Please be aware that while tuition and other fees are a large part of the cost of your education, other expenses such as school supplies, transportation, administrative costs, and living expenses need to be taken into account\*\*.

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## 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.

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## **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.

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## **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.

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## **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.

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## **SENIORS' TUITION BENEFIT**

NIC's Senior Citizen Tuition Exemption policy allows Canadian citizens and permanent residents aged 65 and up to apply to have their University Studies course tuition waived, as long as space is available.

For example, seniors skip the \$260 tuition fee for a Spanish course, and pay only for

books/supplies, and a \$10 student union fee.

Registration for those who wish to participate in the Senior Citizen Tuition Exemption begins on the first day of term and concludes on the last day of registration.

For detailed registration and admission information, please visit [Seniors' Tuition Benefit](#) under Student Services online.

## Programs

### UNIVERSITY STUDIES & TRANSFER

- University Studies Program

#### English

- Arts Transfer
- Associate of Arts Degree

#### Humanities and Social Sciences

- Bachelor of Arts Degree in Liberal Studies
- Criminology Diploma
- Education Transfer
- Social Work Transfer
- Women's Studies Diploma

#### Math and Sciences

- Associate of Science Degree
- Dental Hygiene Transfer
- Engineering Transfer
- Kinesiology Transfer
- Medical Transfer
- Science Transfer

#### University Partnerships

- Portland State Guaranteed Transfer
- University of Manitoba - Military Student Mobility
- UVic Dual Admission
- UVic Guaranteed Admission
- VIU Dual Admission
- Emily Carr Dual Admission
- Royal Roads Dual Admission

### ABORIGINAL EDUCATION

- Educational Assistant / Community Support, Indigenous Focus Certificate

### BUSINESS

- Bachelor of Business Administration Degree, Accounting Major
- Bachelor of Business Administration Degree, General Management Major
- Bachelor of Business Administration Degree, Marketing Major
- Business Administration Post Degree Diploma

- Business Administration Post Degree Diploma - Global Business Management
- Business Administration Diploma
- Business Administration Certificate
- Commerce Transfer

#### 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

### FINE ARTS

- Bachelor of Fine Arts Degree, Emily Carr University
- Fine Arts Diploma
- Professional Photography Certificate
- Metal Jewellery Design Certificate

#### Interactive Media

- Advanced Communication Design Diploma
- Communication Design Diploma
- Web Design Certificate
- Web Development Diploma

### COMMUNITY CARE

- Animal Care Aide Certificate
- Early Childhood Care & Education Certificate
- Early Childhood Care & Education Diploma
- Exercise and Wellness Certificate

#### Human Services

- Educational Assistant / Community Support Certificate
- Educational Assistant / Community Support, Indigenous Focus Certificate
- Human Services Diploma
- Social Service Diploma

## **HEALTH CARE**

- Bachelor of Science in Nursing Degree
- First Aid & CPR Training
- Health Care Assistant Certificate
- Hospital Unit Clerk Certificate
- Practical Nursing Diploma

## **TOURISM AND HOSPITALITY**

- Tourism & Hospitality Management Diploma
- Tourism & Hospitality Management Certificate
- Hospitality Distance Learning

## **TRADES AND TECHNOLOGY**

- Aircraft Sheet Metal Manufacturing Technician
- Aircraft Structures Technician (AME-S)
- Automotive Service Technician Foundation
- Carpentry Foundation
- Drafting Certificate
- Electrical Foundation
- Electronics Technician Core Certificate
- Heavy Duty & Commercial Transport Mechanics Foundation
- Heavy Equipment Operator Foundation
- Heavy Equipment Operator Machine Training
- Industrial Automation Technician Diploma
- Joinery/Cabinetmaking Foundation
- Marine Training
- Metal Fabrication Foundation
- Plumbing & Piping Foundation
- Welding Levels C, B & A

## **Apprenticeship Training**

- Carpenter Apprenticeship Training
- Professional Cook (Culinary Arts)
- Electrician Apprenticeship Training
- Heavy Duty Apprenticeship Training
- Plumbing Apprenticeship Training

## **Continuing Education**

- Underground Mining
- Woodland Harvesting

## **UPGRADING**

- Adult Basic Education
- BC Adult Graduation Diploma
- English Language Program

# University Studies Program

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## HIGHLIGHTS

### Program at a Glance

*University level courses you can take for transfer or general interest*

**Tuition:** [\\$265 approx. per course + books/supplies](#)

**Where:** College Wide

**Starts:** September, January

- Same course content, same quality as university - for nearly half the cost\*
- Take as many or as few courses as you want
- Explore a wide range of subjects, from anthropology and political science to English, psychology, and much much more

### Transfer possibilities:

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.

*\* When comparing NIC student costs (tuition, fees, books, transport, housing, food) to those of urban university students*

### Questions?

### Contact

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

### 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

### Admission Requirements

1. 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 University Studies courses 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 for entry into individual courses.

## COURSES

### How to Search Courses

1. [Search courses online](#) under the following areas of study as 100 (first year) and 200 (second year) course levels: anthropology (ANT), business (BUS), biology (BIO), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), 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). Search courses by subject, level, keyword, or by transferability, and check the BC Transfers link under course descriptions

#### AND

2. Have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

### Transferable Courses

The following 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 Selling



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 Public & Non-Profit Organizations  
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 117 Academic Writing  
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 Selected Topics in Literature  
ENG 260 Advanced Communications and Professional Writing  
MCS 110 Media & Communication Studies  
MCS 130 Explorations in Mass Communication  
MCS 200 Digital Video Production  
MCS 280 Communication and Culture

### **FINE ARTS COURSES**

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  
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  
LIB 130 Introduction to World Religions  
LIB 131 Eastern and Comparative Religions  
LIB 210 Topics in World Civilization  
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 Introduction to Biochemistry  
BIO 202 Principles of Genetics  
BIO 211 Invertebrate Biology  
BIO 215 Introductory Microbiology  
BIO 230 Principles of Ecology  
BIO 240 Applied Ecology: Human Impact on the Environment  
BIO 241 Traditional Ecological Knowledge (TEK)  
BIO 260 Pathobiology I  
BIO 261 Pathobiology II  
CHE 110 Chemical Principles I  
CHE 111 Chemical Principles II  
CHE 200 Organic Chemistry I  
CHE 201 Organic Chemistry II  
GEO 105 Physical Geography I  
GEO 106 Physical Geography II

GEO 206 Introduction to Geomorphology  
MAT 100 Precalculus  
MAT 102 Calculus for Life Sciences  
MAT 115 Introduction to Statistics  
MAT 133 Matrix Algebra  
MAT 151 Finite Mathematics  
MAT 162 Math for Elementary Education I  
MAT 163 Math for Elementary Education II  
MAT 181 Calculus I  
MAT 182 Calculus II  
MAT 190 First Nations Perspective: Math for Elementary Education I  
MAT 191 First Nations Perspective: Math for Elementary Education II  
MAT 200 Linear Algebra  
MAT 210 Calculus III  
PHY 100 Introduction to Physics I  
PHY 101 Introduction to Physics II  
PHY 120 Principles of Physics I  
PHY 121 Principles of Physics II  
PHY 141 Mechanics I (Statics)  
SSA 100 Space Science and Astronomy: Introduction to Solar System Exploration  
SSA 101 Space Science and Astronomy: Introduction to Deep Space Astronomy

### **SOCIAL SCIENCES COURSES**

ANT 150 Cultural Anthropology  
ANT 151 Physical Anthropology & Archaeology  
ANT 250 Ethnology of North America  
ANT 251 Principles of Archaeology  
ANT 252 Northwest Coast Prehistory  
ANT 253 Seacoasts in Prehistory  
ANT 260 Forensic Anthropology  
ANT 290 Archaeology Field School  
ANT 291 Archaeology Field School  
ANT 292 Archaeology Field School  
ANT 293 Third Rock Archeology  
CRM 101 Introduction to Criminology  
CRM 131 Introduction to the Criminal Justice System  
CRM 135 Introduction to the Canadian Law & Legal Institutions  
CRM 230 Criminal Law  
CRM 220 Research Methods in Criminology  
CRM 241 Introduction to Corrections  
CRM 251 Introduction to Policing  
ECO 110 Principles of Microeconomics  
ECO 111 Principles of Macroeconomics  
ECO 245 Money & Banking  
ECO 270 Environmental Economics  
ESJ 100 Equity & Social Justice in Contemporary Canada  
ESJ 101 Global Changes to, and Movements for, Social Justice  
GEO 105 Physical Geography I  
GEO 106 Physical Geography II  
GEO 111 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 from Conception through Childhood  
PSY 251 Human Development from Adolescence through Adulthood  
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour  
SOC 110 Introduction to Sociology I  
SOC 111 Introduction to Sociology II  
SOC 130 First Nations Sociology  
SOC 210 Ethnic Relations  
SOC 212 Issues in Canadian Society  
SOC 220 Introduction to Sociological Research Methods  
SOC 230 Sociological Explanations of Crime & Deviance  
SOC 240 The Sociology of Love and Sex  
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

# Arts Transfer

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## Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** College Wide

**Starts:** September, January

- Start your Bachelor of Arts degree at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from anthropology and political science to English, psychology, and much much more
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Arts transfer plan is designed to meet the general first-year course requirements for degree programs offered at universities throughout BC, including Vancouver Island University (VIU), University of British Columbia (UBC), and the University of Victoria (UVic).

## Questions?

### Contact

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **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.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

### What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Arts transfer plan is designed to meet the general first-year course requirements of degree programs province-wide. Our Student Advisors will work with you to personalize this plan to meet your personal interests, goals, and university of choice.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

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 qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Arts transfer plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about the transfer benefits of completing a 2-year Associate of Arts degree.

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form,

writing University Studies as the program name.

2. 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.
3. Recommended courses include: English 12 with a C or better.

## To Be Successful

- Your first and most important step as a university transfer 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.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for many Bachelor of Arts degree programs throughout the province. However, choosing the right combination of courses will depend on a number of factors, including your personal interests and university of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- 6 credits of 100-level English
- Other transferable 100-level courses in your area(s) of interest: this may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

# Associate of Arts Degree

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## HIGHLIGHTS

### Program at a Glance

*2-year associate degree*

**Tuition:** \$2,635 approx per year + books/supplies

**Where:** College Wide

**Starts:** September, January

- Complete the first two years of your university degree at NIC.
- Choose general arts or focus your studies in anthropology, First Nations studies, modern languages, creative writing, criminology, philosophy, psychology, sociology, history, North American studies, political science, or women's studies.

**Transfer possibilities:** Thanks to a special province-wide agreement, associate degree 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).

### Questions?

### Contact

Student Services  
1-800-715-0914

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

### 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.



# ADMISSION

## 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, the following courses are recommended to meet course prerequisites: C in English 12, and a C in Principles of Math 11, Applications of Math 12, Foundations 11, or Pre-Calculus 11).

## 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.

## COURSES

The following overview describes the general requirements for an Associate of Arts degree. However, choosing the right combination of courses will depend on a number of factors. Our 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, ENG 117 and ENG 160. Two of ENG 207, ENG 208, ENG 209, or ENG 214.

### **Anthropology**

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

### **Criminology**

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

### **First Nations**

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

### **History**

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

### **Modern Languages**

Consider including: 6 credits 100-level French and/or Spanish courses, and 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 117, ENG 120, ENG 121, ENG 125, ENG 126, ENG 160, ENG 202, ENG 203, ENG 207, ENG 208, ENG 209, ENG 212, ENG 213, ENG 214, ENG 215, ENG 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

#### Social Sciences

- ANT 150, ANT 151, ANT 250, ANT 251, ANT 252, ANT 253, ANT 260, 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.

# Bachelor of Arts Degree in Liberal Studies

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## HIGHLIGHTS

### Program at a Glance

*3rd & 4th year of a 4-year degree  
from Vancouver Island University*

**Tuition:** [\\$3,590 approx per year +  
books/supplies](#)

**Where:** Comox Valley

**Starts:** September; however, a  
January start time may be allowed  
if space is available.

- Complete your Bachelor of Arts degree in Liberal Studies from Vancouver Island University at NIC's Comox Valley campus.
- Liberal studies promotes the development of critical skills in communication, teamwork, self-reliance, critical analysis and creative expression, through the examination of key works in literature, thought, and social science.

**Career possibilities:** A degree in liberal studies supports a career in law, public service, architecture, business, art, and the media—anywhere that a broad education is recognized as an important asset.

### Questions?

### Contact

### Vancouver Island University

#### General Information:

Libby McGrattan  
250-740-6194  
[libby.mcgrattan@viu.ca](mailto:libby.mcgrattan@viu.ca)

#### Program Information:

Mark Blackell  
1-888-920-2221, ext. 2173  
[mark.blackell@viu.ca](mailto:mark.blackell@viu.ca)

#### Registration Information:

VIU Registration Centre

### 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 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

### 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 chair Mark Blackell at [mark.blackell@viu.ca](mailto:mark.blackell@viu.ca) or 1-888-920-2221, ext. 2173 for instructions on how to register in the courses offered at NIC.

## CURRICULUM

### 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](#) and other 3-credit courses offered in Courtenay (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.

Humanities and Social Sciences

# Criminology Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year diploma*

**Tuition:** \$2,635 approx. per year  
+ books/supplies

**Where:** Comox Valley

**Starts:** September, January

- Criminology provides an excellent knowledge base for work in nearly every aspect of the justice system; it also complements further study in nursing, medicine, law, teaching, counselling, and journalism.
- Earn two years (60 credits) of transfer credit toward university degree programs, including a Bachelor of Arts degree in Criminology at either VIU or SFU.

**Career possibilities:** Depending on your goals and interests, an education in criminology can lead to many positions in government, corrections, and legal administration. It also provides pathways to a wide range of occupations 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 more.

### Questions?

### Contact

Student Services  
1-800-715-0914

### 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 behaviour, and responses to law-breaking. The principle elements of criminology are social science theory and research methods that explore all aspects of crime and justice issues. The individual and social impact of crime 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 behaviour, 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.

## **ADMISSION**

### **Admission Requirements**

1. C in one of Provincial English 12, NIC ENG 060, ENG 098, ESL 090, or English Assessment; and
2. C in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11, NIC MAT 053, or Math Assessment.

## **CURRICULUM**

### **Program Requirements**

CRM 101 Introduction to Criminology  
CRM 131 Introduction to the Criminal Justice System  
CRM 135 Introduction to Canadian Law and Legal Institutions  
CRM 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 Essay Writing and Critical Analysis  
or ENG 125 Composition and Indigenous Literature I

**One of:**

ENG 120 Introduction to Literature: Short Stories and the Novel  
or ENG 121 Introduction to Literature: Poetry and Drama  
or ENG 126 Composition and Indigenous Literature II  
or ENG 160 Effective Organizational Writing

**One of:**

PHI 100 Introductory Philosophy I: Knowledge and Reality  
PHI 150 Critical Thinking

**Plus:**

12 credits (4 courses) electives chosen from any 100- or 200-level university transfer courses

Humanities and Social Sciences

## Education Transfer

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### HIGHLIGHTS

#### Why Choose North Island College?

##### Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** College Wide

**Starts:** September, January

- Start your teaching degree at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from English, fine arts, and biology to math, anthropology, and much much more
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Education transfer plan is designed to meet the general first-year course requirements for degree programs offered at

- **NIC transfer benefits at VIU.** If you are planning to transfer from NIC to Vancouver Island University after your first or second year of study, you may be eligible for priority registration or direct admission into the Education program.
- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **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.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

#### What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Education transfer plan is designed to meet the general first-year course requirements of degree programs province-wide. Our Student Advisors will work with you to personalize this plan to meet your personal interests, goals, and university of choice.

universities throughout BC, including Education programs at Vancouver Island University (VIU).

## Questions?

## Contact

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

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

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 qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Bachelor of Education transfer plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Thanks to a unique transfer agreement between NIC and Vancouver Island University (VIU), NIC students who have completed an Associate of Arts degree (or 60 credits of university transfer coursework) may be eligible for direct admission into third year of the Bachelor of Education program at VIU. Ask your Student Advisors for details.

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form, writing University Studies as the program name.
2. 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.
3. Recommended courses include: English 12 with a C or better and Math 12 (Principles 11, Applications 12, Foundations 11, or Pre-Calculus 12) with a C or better.

### To Be Successful

- Your first and most important step as a university transfer 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.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual

courses.

## COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for many Bachelor of Education (Elementary) programs throughout the province. However, choosing the right combination of courses will depend on a number of factors, including your personal interests and university of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- 6 credits of 100-level English
- 3 credits of 100-level math. Math for Elementary Education I and II (MAT 162 and/or MAT 163) are recommended when available.
- 3 credits of courses with Canadian content. A variety of Canadian content courses may be found among subjects such as English (ENG), First Nations studies (FNS), French (FRE), geography (GEO), and history (HIS).
- 3 credits of transferable 100-level science. This may include biology (BIO), chemistry (CHE), physics (PHY), geography (GEO), or space science and astronomy (SSA).
- Other transferable 100-level courses in your area(s) of interest. This may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

### Considering Vancouver Island University?

Students who intend to transfer to the Bachelor of Education program at VIU can also earn transfer credit through the following two courses:

- EDU 101 - Teaching: The Human Interaction (VIU transfer only)
- EDU 102 - Teaching: Making an Informed Decision (VIU transfer only)

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the [BC Transfer Guide](#) online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

# Social Work Transfer

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## HIGHLIGHTS

### Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

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

**Starts:** September, January

- Start your degree in Social Work at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from English and sociology to psychology, criminology, and much much more
- See also the [Social Services diploma](#) for more degree pathways

**Transfer possibilities:** The Social Work transfer plan is designed to meet the general first-year course requirements for degree programs offered at universities throughout BC, including the Bachelor of Social Work program at UVic.

### Questions?

### Contact

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

### Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **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.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

### What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Social Work transfer plan is designed to meet the general first-year course requirements of degree programs province-wide. Our Student Advisors will work with you to personalize this plan to meet your personal interests, goals, and university of choice.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

University transfer 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 qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Social Work Prep study plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about the transfer benefits of completing a two-year [Social Services diploma](#).

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form,

writing University Studies as the program name.

2. 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

- Your first and most important step as a university transfer 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.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for many Bachelor of Social Work degree programs throughout the province. However, choosing the right combination of courses will depend on a number of factors, including your personal interests and university of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- SSW 120 Foundations of Social Service Practice
- SSW 122 Social Welfare in Canada
- ENG 6 credits of 100-level English
- PSY 130 Introduction to Psychology I
- PSY 131 Introduction to Psychology II
- SOC 110 Introduction to Sociology I
- SOC 111 Introduction to Sociology II
- Other transferable 100-level courses in your area(s) of interest. This may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

Humanities and Social Sciences

# Women's Studies Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year diploma*

**Tuition:** \$2,635 approx + books/supplies

**Where:** Comox Valley

**Starts:** September, January

- A diploma in women's studies 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.
- See also the [Associate of Arts degree](#) with a women's studies focus for transferability to university degree programs.

**Career possibilities:** An education in women's studies can lead you in many directions. Depending on your goals and interests, career options may include, but would not be limited to, crisis counsellor, women's clinic assistant, or communications consultant.

### Questions?

### Contact

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

### 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

### Admission Requirements

- There are no formal admission requirements for the Associate of Arts degree. However, the following course is recommended to meet course prerequisites: C in English 12.

## CURRICULUM

### 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



# Associate of Science Degree

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## HIGHLIGHTS

### Program at a Glance

*2-year associate degree*

**Tuition:** [\\$2,635 approx per year + books/supplies](#)

**Where:** College Wide

**Starts:** September, January

- Complete the first two years of your university degree at NIC.
- Choose general science or focus your studies in biology, chemistry, physics, or math. The Associate of Science degree is a great choice for anyone considering a future degree in any science-related field.

**Transfer possibilities:** Thanks to a special province-wide agreement, associate degree 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).

### Questions?

### Contact

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

### 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.

## ADMISSION

## 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 Arts degree. However, the following courses are recommended to meet course prerequisites: C in English 12, and a C in Principles of Math 12 or Pre-Calculus 12, C in Biology 11 or 12, C+ in Chemistry 11 or 12, and a C+ in Physics 11.

## 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.

## COURSES

The following overview describes the general requirements for an Associate of Science degree. However, choosing the right combination of courses will depend on a number of factors. 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 117, ENG 120, ENG 121, ENG 125, ENG 126, ENG 160, ENG 202, ENG 203, ENG 207, ENG 208, ENG 209, ENG 212, ENG 213, ENG 214, ENG 215, ENG 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 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.

Math and Sciences

## Dental Hygiene Transfer

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### HIGHLIGHTS

#### Program at a Glance

*1-year University Studies program*

#### Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies

*transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

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

**Starts:** September, January

- Get a head start on your academic studies with a full year of courses that meet the prerequisites for Dental Hygiene programs province-wide
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Dental Hygiene transfer plan is designed to meet the admission requirements for Dental Hygiene programs offered at post-secondary institutions throughout BC, including Vancouver Island University (VIU) and Camosun College.

### Questions?

### Contact

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

for a specific degree or explore your interests and keep your options open.

- **In good company.** Classes at NIC feel more like interactive work groups, where everyone has a chance to contribute their opinions and ideas. And, you'll get to know instructors and classmates well.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

## What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Dental Hygiene transfer plan is designed to meet the admission requirements for the Dental Hygiene program at Vancouver Island University or Camosun College and can be customized for transfer to other programs province-wide.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

To qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Dental Hygiene transfer plan outlines 30 course credits, which may be taken on a full- or part-time basis.

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form, writing University Studies as the program name.
2. There are no formal admission requirements for the University Studies. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

### To Be Successful

- Your first and most important step as a university transfer 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.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.

- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills the admission requirements for some (but not all) Dental Hygiene programs in BC. Choosing the right combination of courses will depend on your desired program or institution of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- ENG 115 Essay Writing & Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- BIO 160 Human Anatomy & Physiology I
- BIO 161 Human Anatomy & Physiology II
- CHE 110 Chemical Principles I
- CHE 111 Chemical Principles II
- PSY 130 Introductory Psychology I
- PSY 131 Introductory Psychology II
- MAT 115 Introduction to Statistics
- One other 100-level university transfer course in your area(s) of interest. PHI 150 Critical Thinking is recommended when available. Other options may include (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

Math and Sciences

## Engineering Transfer

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### HIGHLIGHTS

Program at a Glance

Why Choose North Island College?

## *1-year University Studies program transfer plan*

**Tuition:** \$3,515 approx + books/supplies

**Where:** Comox Valley

**Starts:** September

- Complete the first year of your Engineering degree at NIC and seamlessly transfer into the second year at UVic.
- Individual courses are also transferable to engineering programs at UBC, SFU and other institutions.
- Take all required courses at Comox Valley campus. Several courses are also available at Port Alberni, Campbell River, and Port Hardy campuses.

### **Career Opportunities:**

Engineering graduates are well-prepared for work in design, analysis, information technology, project management, and other careers requiring a combination of strong problem solving and creativity.

### **Questions?**

### **Contact**

Student Services

1-800-715-0914

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

- **In good company.** Classes at NIC feel more like interactive work groups, where everyone has a chance to contribute their opinions and ideas. And, you'll get to know instructors and classmates well.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- **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**

Engineering opens a world of opportunities in design, analysis, project management and other jobs involving strong problem-solving skills. NIC offers courses equivalent to the first-year engineering program at UVic.

NIC has worked closely with UVic to develop and deliver the courses necessary for first-year Engineering. With full-time study, students can complete the courses within one academic year. Part-time study options are also available.

With smaller class sizes and personalized instruction in both class and lab, NIC's first-year Engineering program is a great way to start your journey to an exciting career.

## **Career Opportunities**

Engineering graduates are well-prepared for work in design, analysis, information technology, project management, and other careers requiring a combination of strong problem solving and creativity.

## **ADMISSION**

### **Admission Requirements**

1. Complete and submit the [NIC Application for Admission](#) form, writing University Studies as the program name.
2. There are no formal admission requirements for the University Studies. However, individual courses for University Studies - First-year Engineering do have specific entry requirements, called prerequisites, which include: C+ in Chemistry 12, C in English 12, C+ in Math 12, C+ in Physics 12.

## **To Be Successful**

- Your first and most important step as a university transfer 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.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.

- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list fulfills the general first-year course requirements for the Engineering degree program at UVic. These courses also transfer to other university engineering programs. Choosing the right combination of courses will depend on your desired institution of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

- CHE 152 Engineering Chemistry\*
- CPS 100 – Computer Programming I
- CPS 101 – Computer Programming II
- ENG 115 – Essay Writing and Critical Analysis
- ENG 160 – Effective Organizational Writing
- ENR 110 – Introduction to Engineering Design
- MAT 133 – Matrix Algebra
- MAT 181 – Calculus I
- MAT 182 – Calculus II
- PHY 120 – Principles of Physics I
- PHY 121 – Principles of Physics II
- PHY 141 – Mechanics I (Statics)

\*Students may take CHE 110 and CHE 111 in lieu of CHE 152.

## Completion Requirements

Students must achieve an overall average grade of C (cumulative GPA of 2.0) calculated on all courses.

Math and Sciences

# Kinesiology Transfer

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## HIGHLIGHTS

### Why Choose North Island College?

#### Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** \$2,635 approx + books/supplies

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

**Starts:** September, January

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **In good company.** Classes at NIC feel more like interactive work groups, where everyone has a chance to contribute their opinions and ideas. And, you'll get to know instructors and classmates well.
- **Same degree, save \$10,000.** NIC transfer students will spend



- Start your degree at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from biology, chemistry and English to mathematics, psychology and much much more
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Kinesiology transfer plan is designed to meet the first-year course requirements for degree programs offered at universities throughout BC, including the University of Victoria (UVIC).

## Questions?

## Contact

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

approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

## What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Kinesiology transfer plan is designed to meet the general first-year course requirements for transfer to the Bachelor of Science in Kinesiology program at the University of Victoria and can be customized for transfer to other programs province-wide.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

To qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Kinesiology Prep study plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about the transfer benefits of completing a 2-year Associate of Science degree.

Students may also be interested in [NIC's Exercise & Wellness program](#), the eight-month certificate at the Comox Valley campus transfers directly to Camosun College's Exercise and Wellness diploma, which can lead to bachelor degrees in Athletic and Exercise Therapy, or Sport and Exercise Education at Camosun College. Or, take your skills further and enter the Bachelor of Education degree at Vancouver Island University .

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form, writing [University Studies program](#) as the program name.
2. 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.
3. Recommended courses include: English 12 with a C or better, Biology 12 with a C+ or better, Chemistry 12 with a C+ or better, Physics 12 with a C+ or better, and Math 12 (Principles 12 or Pre-Calculus 12) with a C+ or better.

### To Be Successful

- Your first and most important step as a university transfer 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.

- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills many of the general first-year course requirements for the Bachelor of Science in Kinesiology program at the University of Victoria. Other course combinations are also possible. Our Student Advisors will work with you to personalize this plan to ensure that it meets your goals and the ongoing changes to university transfer agreements.

### Sample Transfer Plan

- ENG 115 Essay Writing and Critical Analysis; **or**  
ENG 117 Academic Writing
- ENG 120 Literature & Composition I
- BIO 102 Principles of Modern Biology I
- BIO 103 Principles of Modern Biology II
- BIO 160 Human Anatomy & Physiology I
- BIO 161 Human Anatomy & Physiology II
- CHE 110 Chemical Principles I
- CHE 111 Chemical Principles II
- Other transferable 100-level courses in your area(s) of interest. This may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

# HIGHLIGHTS

## Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

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

**Starts:** September, January

- Get a head start on your undergraduate studies at North Island College with a full year of courses that transfer to institutions province-wide
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Medical transfer plan is designed to meet general first-year English, chemistry and biology course requirements for a Bachelor's degree that can lead you into the Medical field at the University of British Columbia (UBC), or another university of your choice.

## Questions?

### Contact

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

## Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **In good company.** Classes at NIC feel more like interactive work groups, where everyone has a chance to contribute their opinions and ideas. And, you'll get to know instructors and classmates well.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

## What is a transfer plan?

A University Studies transfer plan is a sample list of courses that can be customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Medical transfer plan is designed to meet the first-year English, chemistry and biology requirements for a Bachelor's degree that can lead you into the Medical field at the University of British Columbia. It can also be customized for transfer to other programs across Canada.

Transfer plans offer a great deal of flexibility. In consultation with Student Advisors at both NIC and the receiving institution, students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects.

To qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Medical Prep study plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about developing a 2-year study plan for transfer.

# ADMISSION

## Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form, writing University Studies as the program name.
2. There are no formal admission requirements for the University Studies. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

## To Be Successful

- Your first and most important step as a university transfer

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.

- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for a Bachelor's degree that can lead you into the Medical field. Choosing the right combination of courses will depend on your desired program or institution of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- BIO 102 Principles of Modern Biology I
- BIO 103 Principles of Modern Biology II
- CHE 110 Chemical Principles I
- CHE 111 Chemical Principles II
- Other transferable 100-level courses in your area(s) of interest. This may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

# Science Transfer

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## Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

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

**Starts:** September, January

- Start your Bachelor of Science degree at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from biology, chemistry, and math, to English, psychology, and much much more
- Request a custom study plan for any degree program or university of choice

**Transfer possibilities:** The Science transfer plan is designed to meet the general first-year course requirements for degree programs offered at universities throughout BC, including Vancouver Island University (VIU), University of British Columbia (UBC), and the University of Victoria (UVic).

## Questions?

### Contact

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **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.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

### What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Science transfer plan is designed to meet the general first-year course requirements of degree programs province-wide. Our Student Advisors will work with you to personalize this plan to meet your personal interests, goals, and university of choice.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

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 qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Bachelor of Science transfer plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about the transfer benefits of completing a 2-year Associate of Science degree.

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form,

writing University Studies as the program name.

2. 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.
3. Recommended courses include: English 12 a C or better, Biology 11 or 12 with a C or better, Chemistry 11 or 12 with a C+ or better, Physics 11 or 12 with a C+ or better, and Math 12 (Principles 12 or Pre-Calculus 12) with a C+ or better.

## To Be Successful

- Your first and most important step as a university transfer 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.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for many Bachelor of Science degree programs throughout the province. However, choosing the right combination of courses will depend on a number of factors, including your personal interests and university of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- ENG 115 Essay Writing and Critical Analysis; **or** ENG 117 Academic Writing
- 3 credits of 100-level English
- MAT 181 Calculus I
- MAT 182 Calculus II
- BIO 102 Principles of Modern Biology I
- BIO 103 Principles of Modern Biology II
- CHE 110 Chemical Principles I
- CHE 111 Chemical Principles II
- PHY 120 Principles of Physics I **and** PHY 121 Principles of Physics II; **or** PHY 100 Introduction to Physics I **and** PHY 101 Introduction of Physics II

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

# UVic Dual Admission

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## Program at a Glance

*Dual admission degree path  
available exclusively through NIC*

**Tuition:** [\\$2,635 approx. per year at NIC, UVic tuition applies for classes at UVic](#)

**Where:** Comox Valley

**Starts:** September. Apply by Feb 29 for early admission.

- Guarantee your admission to UVic at the start of your education, with the option of taking NIC courses for up to two years.
- Qualify for UVic athletic awards, and wide range of named, special, and entrance awards available to students at both institutions.
- Choose from seven UVic degrees in humanities, social science, computer science, science, engineering, child & youth care, or history in art.

## Questions?

### Contact

Kelly Shopland  
Student Advisor  
250-334-5000  
1-800-715-0914

## HIGHLIGHTS

### Program Highlights

Be admitted to UVic while you study at NIC and take advantage of the benefits both schools have to offer.

- Pay NIC's application fees and tuition while at NIC
- Skip the transcript fees - NIC will make sure your transcripts get to UVic
- Know that your UVic scholarships will be waiting for you when you're ready

How does it work? Apply once by filling out the special UVic dual admission application at NIC. Meet UVic's program requirements and take advantage of NIC's lower tuition while taking classes here. When you're ready to register at UVic, tell us as early as possible or at least six months in advance—and we'll send them your transcripts for free. We'll also let them know that they can start sending registration information to you directly. Timelines are important; talk to a student advisor as early as possible, and ideally six months before your intended start date at UVic. Although many students will choose to transfer after one year at NIC, dual admission students may wait up to three years before moving.

To be considered for early admission, students must submit application forms for UVic programs to NIC by Feb 29, 2012. Limited spaces are available.

Students must meet NIC and [UVic program requirements](#) to be eligible. Contact student advisor Kelly Shopland at 250-334-5000 or 1-800-715-0914 for program details and eligibility requirements.

For the 2012/13 academic year, UVic programs eligible for dual admission are:

- Child and Youth Care,
- Computer Sciences,
- Engineering,
- History in Art,
- Humanities,
- Sciences,
- Social Sciences

## Career Opportunities

**Career possibilities:** Dual Admission with UVic allows you to choose from a wide range of careers from engineering and computer science technician to a career in humanities.

## Scholarship Opportunities

Get access to UVic entrance awards and hundreds of athletic,



named, and special awards while maintaining your eligibility to more than \$220,000 in scholarships and bursaries available at NIC.

With UVic Dual Admission you start your degree at NIC, knowing you are eligible for the following awards:

- **NIC Foundation awards:** The North Island College annually recognizes new and continuing students with financial need and students who achieve academic excellence with scholarships and bursaries. View NIC's [Awards](#) online or visit any NIC campus or centre to pick up a booklet.
- **Entrance awards:** Apply to UVic Dual Admission at NIC, and you automatically qualify for \$1,000 to \$20,000 in UVic entrance awards, available over four years to Grade 12 students who achieve 85 per cent or higher in university eligible courses. Your scholarship will be deferred until you've registered in 12 units in two consecutive terms of study at UVic. See UVic's [Entrance Scholarships for Undergraduates](#) for details.
- **General and specific scholarships and bursaries:** Let UVic Dual Admission open the door to the many scholarships and bursaries available to UVic students. The university offers scholarships based on your grades, named awards based on your extra-curricular activities or field of study, and bursaries to students with demonstrated financial need. See UVic's [Scholarships, Medals, and Prizes](#) for details.
- **Athletic awards:** Become eligible to compete at UVic and access UVic's athletic scholarships. Combine NIC and UVic courses to meet your enrolment requirements, while meeting the academic requirements for student athletes. See UVic's [Awards, Bursaries, and Scholarships in Athletics](#) for details.

Read the [NIC-UVic Dual Admission Agreement](#) for more information on the agreement, as well as student awards and financial aid available to UVic Dual Admission students.

## ADMISSION

### Admission Requirements

1. Must be entering directly from high school. All other applicants, please see [UVic Guaranteed Admission](#).
2. Download and complete the [NIC/UVic Dual Admission Application](#) form online or pick up a copy at the Student Services/Registration office. UVIC Early Admission Deadline is February 29.
3. Submit your interim or final high school transcripts.
4. Make sure you meet the UVic requirements for the program you are interested in.
5. Make an appointment with our Student Advisor, Kelly Shopland by calling 250-334-5000 or 1-800-715-0914.

## COURSES

### NIC-UVic Transfer Courses

The following NIC courses are eligible for transfer credit through UVic Dual Admission (as of Nov 9, 2011).

### **Humanities**

- ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-217, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- FNS-160, FNS-200
- FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-280, FRE-281
- HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101, WST-110, WST-260

### **Social Sciences**

- ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- CRM-230
- ECO-110, ECO-111, ECO-245, ECO-270
- ESJ-100, ESJ-101
- GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-205, GEO-206 LAB, GEO-210, GEO-211, GEO-214, GEO-215
- SSW-120, SSW-122
- POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240

### **Sciences**

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- MAT-100, MAT-102, MAT-115, MAT-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, credit will not be given for individual courses), BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS-211, BUS-212, BUS-217, BUS-221, BUS-232, BUS-244, BUS-248, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS-350, BUS-355, BUS-360, BUS-361, BUS-362, BUS-368, BUS-370, BUS-380, BUS-430, BUS-452, BUS-492

## Sample UVic Dual Admission Plans

Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

### Anthropology Major

UVic Social Sciences - Up to 51 credits available at NIC. At least three 100-level and six 200-level Anthropology credits will need to be completed at UVic. Consider including: ENG-117, ANT-150, ANT-151, ANT-251, ANT-250, ANT-260, and up to 33 credits of ELECTIVES from the NIC-UVic transfer course list.

### Art History Major

UVic Fine Arts - Up to 24 credits available at NIC. Several required 100-level courses will need to be taken at UVic. Consider including ENG-117, FIN-100, FIN-101, and 15 credits or more of ELECTIVES from the NIC-UVic transfer course list.

### Astronomy Major

UVic Sciences - Up to 33 credits available at NIC. At least one 100-level and eight 200-level courses in astronomy, physics, and mathematics will need to be completed at UVic. Consider including: ENG-117, CPS-100, CPS-101, MAT-181, MAT-182, PHY-120, PHY-121, CHE-110, CHE-111, MAT-210, MAT-133 or 200.

### Biology Major

UVic Sciences - Up to 60 credits available at NIC. Consider including: ENG-117, BIO-102, BIO-103, CHE-110, CHE-111, MAT-181/182 or MAT-102/151, PHY-100/101 or PHY-120/121, BIO-201, BIO-230, BIO-200, BIO-215, CHE-200, CHE-201, MAT-115, a three-credit SCIENCE ELECTIVE, nine credits of GENERAL ELECTIVES from the NIC-UVic transfer course list.

### Chemistry Major

UVic Sciences - Up to 48 credits available at NIC. At least four 200-level chemistry courses will need to be completed at UVic. Consider including: ENG-117, CHE-110, CHE-111, MAT-181, MAT-182, PHY-120, PHY-121, BIO-102, BIO-103, BIO-201, CHE-200, CHE-201, MAT-210, MAT-133 or 200, a three-credit SCIENCE ELECTIVE, and three-credit GENERAL ELECTIVE from the NIC-UVic transfer course list.

### Computer Science Major

UVic Computer Science - Up to 39 credits available at NIC. At least six credits of 100-level and 15 credits of 200-level courses will need to be completed at UVic. Consider including: ENG-117, CPS-100,

CPS-101, MAT-181, MAT-182, MAT-133 or 200, ENG-260, and up to 18 credits of ELECTIVES from the NIC-UVic transfer course list. Options for specialties such as Bioinformatics, Business, Computer Communications & Networks, Computer Graphics & Gaming, Mechatronics & Embedded Systems, and Software Engineering are taken in year 2 at UVic only.

### **Earth and Ocean Science Major**

UVic Sciences - Up to 24 credits available at NIC. At least six 100-level Earth and Ocean Science credits and all of year two would need to be completed at UVic. Consider including: ENG-117, BIO-102/103 or BIO-110/111, CHE-110, CHE-111, MAT-181, MAT-182, PHY-120, PHY-121.

### **Economics Major**

UVic Social Sciences - Up to 45 credits available at NIC. At least five 200-level economics courses will need to be completed at UVic. Consider including: ENG-117, ECO-110, ECO-111, MAT-181 or MAT-102, a three-credit SOCIAL SCIENCE ELECTIVE, and up to 30 credits of ELECTIVES from the NIC-UVic transfer course list.

### **Engineering Major**

UVic Engineering – Up to 30 credits available at NIC: CHE 111, PHY 120, PHY 121, MAT 181, MAT 182, CPS 100, CPS 101, ENG 115, ENG 160, MAT 133, PHY 141, and ENR 110.

### **English Major**

UVic Humanities - Up to 60 credits available at NIC. Year 1: Consider including nine credits of 100-level English and nine credits of 200-level English from the following: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-224, ENG-225, ENG-230, ENG-260, plus any 12 credits from the NIC-UVic transfer course list. Year 2: Choose at least one 200-level historical survey course, and two other 200-level English literature courses, plus ELECTIVE credits from the NIC-UVic transfer course list.

### **Geography Major**

UVic Social Sciences - Up to 48 credits available at NIC. At least nine credits of 200-level geography courses will need to be completed at UVic. Consider including: ENG-117, GEO-105, GEO-106, GEO-111, GEO-210, GEO-214, nine credits of SOCIAL SCIENCE ELECTIVES, and up to 21 credits of ELECTIVES from the NIC-UVic transfer course list.

### **History Major**

UVic Humanities - Up to 60 credits available at NIC. Consider including ENG-117, and a minimum of 12 history credits chosen from HIS-111, HIS-112, HIS-120, HIS-121, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260, and up to 45 credits of ELECTIVES from the NIC-UVic transfer course list.

### **Mathematics Major**

UVic Sciences - Up to 39 credits available at NIC. At least three 100-level and eighteen 200-level Mathematics credits will need to be completed at UVic. Consider including: ENG-117, MAT-181, MAT-182, CPS-100, CPS-101, MAT-210, MAT-133 or 200, and up to 18 credits of ELECTIVES from the NIC-UVic transfer course list.

**Philosophy Major**

UVic Humanities - Up to 57 credits available at NIC. One required 200-level philosophy course will need to be completed at UVic. Consider including: ENG-117, PHI-100, PHI-101, PHI-150, PHI-220, PHI-230, PHI-240, PHI-260, and up to eleven ELECTIVES from the NIC-UVic transfer course list.

**Physics Major**

UVic Sciences - Up to 36 credits available at NIC. At least 24 credits of 200-level physics and mathematics courses will need to be completed at UVic. Consider including: ENG-117, CHE-110, CHE-111, CPS-100, CPS-101, MAT-181, MAT-182, PHY-120, PHY-121, MAT-210, MAT-133 or 200, and a three-credit ELECTIVE from the NIC-UVic transfer course list.

**Political Science Major**

UVic Social Sciences - Up to 60 credits may be available at NIC. Note: POL courses are not always offered on a regular basis. Consider including: ENG-117, POL-119, POL-151, POL-200, POL-201, POL-203, and up to 42 credits of ELECTIVES from the NIC-UVic transfer course list.

**Psychology (Bachelor of Arts) Major**

UVic Social Sciences - Up to 60 credits available at NIC. At least one required 200-level psychology course will need to be completed at UVic. Consider including: ENG-117, PSY-130, PSY-131, CPS-100 or 101, PHI-100 or 101, BIO-102/103 or BIO-110/111, PSY-204, PSY-215, MAT-181 or 102 or 151 or PHI-150, additional ENG courses, six credits of SOCIAL SCIENCE ELECTIVES, and 18 credits of HUMANITIES ELECTIVES from the NIC-UVic transfer course list.

**Psychology (Bachelor of Science) Major**

UVic Social Sciences - Up to 60 credits available at NIC. At least one required 200-level psychology course will need to be completed at UVic. Consider including: ENG-117, PSY-130, PSY-131, CPS-100 or 101, PHI-100 or PHI-101, BIO-102, BIO-103, PSY-204, PSY-215, MATH-181 or 102 or 151, additional ENG courses, six credits of SOCIAL SCIENCE ELECTIVES, 18 credits of SCIENCE ELECTIVES (at least 12 credits of which must come from a single department).

**Psychology / Biology Major**

UVic Social Sciences - Up to 60 credits available at NIC. At least one required 200-level psychology course will need to be completed at UVic. Consider including: ENG-117, BIO-102, BIO-103, PSY-130, PSY-131, MAT-181 or 102 or 151, CHE-110, CHE-111, BUS-170, additional ENG courses, BIO-200, BIO-201, PSY-204, PSY-215, CHE-200, CHE-201, PHY-100/101 or 120/121, and up to six credits of ELECTIVES from the NIC-UVic transfer course list.

**Sociology Major**

UVic Social Sciences - Up to 54 credits available at NIC. At least two 200-level sociology courses will need to be completed at UVic. Consider including: ENG-117, SOC-110, SOC-111, SOC-220, SOC-230, and up to 39 credits of ELECTIVES from the NIC-UVic transfer course list.

**Women's Studies Major**

UVic Humanities - Up to 57 credits available at NIC. One required 200-level women's studies course will need to be completed at UVic.

Consider including: ENG-117, WST-100, WST-101, ENG-224, ENG-225, HIS-250, HIS-251, and up to 36 credits of ELECTIVES from the NIC-UVic transfer course list.

University Partnerships

## UVic Guaranteed Admission

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### HIGHLIGHTS

#### Program at a Glance

*University Studies at NIC now leads to guaranteed admission at UVic*

**Tuition:** [\\$2,635 approx per year at NIC. UVic tuition applies for classes at UVIC.](#)

**Where:** College Wide

**Starts:** September, January

- Achieve a 2.0 G.P.A. (C average) or higher in 8 or more eligible university transfer courses (at least 24 credits) and UVic will guarantee your admission to select programs.
- Choose from five eligible UVic degrees with majors in humanities, social science, computer science, science, or history in art.
- Guaranteed admission is open to both new and continuing NIC students.

#### Questions?

#### Contact

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

#### Why Choose North Island College?

- **Your university access centre.** At North Island College, you'll have access to an ever-growing network of university partnerships and degree pathways, including options for guaranteed and dual admission at top universities in BC. Whatever degree or university you want, starting here will get you there.
- **Quality education, recognized success.** The University of Victoria tells us that transfer students from North Island College are consistently well-prepared for success at university; this admission guarantee demonstrates their confidence in North Island College students.

#### What is Guaranteed Admission?

The [NIC-UVic Guaranteed Admission for NIC Transfer Students](#) agreement provides North Island College transfer students with guaranteed admission and course transfer to many programs at the University of Victoria.

The guaranteed admission agreement is a great choice for anyone interested in completing a UVic degree in one of the eligible programs listed below. The new agreement bases university admission on a student's academic performance at North Island College rather than their high school transcripts. This creates a previously unavailable admission guarantee for mature students, current NIC students, individuals who may not have previously completed Grade 12, or students whose final high school grades may not have met UVic's competitive first-year entry levels.

**How does it work?** Upon entering the [University Studies program](#) at any North Island College campus or centre, students will complete at least 24 credits (8 courses) of UVic transfer courses, chosen with help from an NIC student advisor. [Please book an appointment.](#) Students achieving a 2.0 G.P.A. (C letter grade) average can apply to UVic for guaranteed admission to eligible programs in their final semester at NIC. See the Admissions tab for complete information.

#### Which UVic Programs Are Eligible?

Through guaranteed admission, UVic offers majors in humanities, social science, computer science, science, or history in art, including:

- **Social Sciences**

*Bachelor of Arts or Bachelor of Science*

Majors include Anthropology, Economics, Environmental Studies, Geography, Political Science, Psychology, Sociology

- **Humanities**

*Bachelor of Arts or Bachelor of Science*

Majors include English, French, Germanic & Slavic Studies, Greek & Roman Studies, Hispanic & Italian Studies, History, Latin American Studies, Linguistics, Medieval Studies, Pacific & Asian Studies, Philosophy, Religious Studies, Women's Studies, Arts of Canada, European Studies, Film Studies, Indigenous Studies, Social Justice Studies

- **Science**

*Bachelor of Science*

Majors include Astronomy, Biochemistry, Biology, Chemistry, Earth and Ocean Sciences, Mathematics, Microbiology, Physics, Statistics

- **Fine Arts**

*Bachelor of Arts or Bachelor of Fine Arts*

Major in History in Art

- **Computer Science**

*Bachelor of Science or Bachelor of Arts, Co-op*

Major in Computer Science with options in Bioinformatics, Business, Computer Communications & Networks, and Computer Graphics and Gaming, Software Engineering, Mechatronics and Embedded Systems, and Theory

## **Didn't find what you were looking for?**

Not all UVic programs are eligible for guaranteed admission (i.e. commerce, nursing, etc) but are still available for transfer through our general university transfer agreement. Contact our student advisors to have a customized course plan created for transfer to any UVic program. Visit [Engineering Transfer](#) and [Bachelor of Commerce Transfer](#) for course plans that transfer to UVic.

## **ADMISSION**

### **Before Classes Begin**

**Make sure your courses count!** Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, then meet with a [student advisor](#) to determine which courses at your local NIC campus will earn you the most transfer credit toward your chosen UVic program.

### **Admission Requirements**

Apply to the North Island College [University Studies program](#). There are no formal admission requirements for the University Studies program; however, courses will have specific entry requirements, called prerequisites, which are listed under each course description. A minimum C letter grade in English 12 is often required.

To be eligible for UVic Guaranteed Admission, you must:

1. Complete at least 24 credits (8 courses) of university transfer

courses that are eligible for transfer to UVic. Students are responsible for ensuring that their chosen courses transfer to their intended program of study at the university. Please use the [BC Transfer Guide](#) online to check transferability AND meet with an NIC student advisor for guidance BEFORE registering in courses.

2. Achieve a minimum G.P.A. of 2.0 (C letter grade) average on your most recent 24 credits of NIC coursework prior to entering studies at the University of Victoria.
3. Admission to programs within UVic's Faculty of Science requires completion of specific math and science courses at the high school or post secondary level.
4. In your final semester, submit your admission request to UVic by completing and sending it with your NIC transcripts to [UVic Undergraduate Admissions](#).

## **COURSES**

### **NIC-UVic Transfer Courses**

The following NIC courses are eligible for transfer credit through the NIC-UVic Guaranteed Admission Agreement (as of Nov 9, 2011).

#### **Humanities**

- ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-217, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- FNS-160, FNS-200
- FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-280, FRE-281
- HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101, WST-110, WST-260

#### **Social Sciences**

- ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- CRM-230
- ECO-110, ECO-111, ECO-245, ECO-270
- ESJ-100, ESJ-101
- GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-205, GEO-206 LAB, GEO-210, GEO-211, GEO-214, GEO-215
- SSW-120, SSW-122
- POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235,



- PSY-245, PSY-250, PSY-251, PSY-260
- SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240

### **Sciences**

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- MAT-100, MAT-102, MAT-115, MAT-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, credit will not be given for individual courses), BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS-211, BUS-212, BUS-217, BUS-221, BUS-232, BUS-244, BUS-248, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS-350, BUS-355, BUS-360, BUS-361, BUS-362, BUS-368, BUS-370, BUS 380, BUS-430, BUS-452, BUS-492

### **Sample UVic Transfer Plans**

Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

#### **Anthropology Major**

UVic Social Sciences - Up to 51 credits available at NIC. At least three 100-level and six 200-level Anthropology credits will need to be completed at UVic. Consider including: ENG 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to 33 credits of ELECTIVES from the NIC-UVic transfer course list.

#### **Art History Major**

UVic Fine Arts - Up to 24 credits available at NIC. Several required 100-level courses will need to be taken at UVic. Consider including ENG 117, FIN 100, FIN 101, and 15 credits or more of ELECTIVES from the NIC-UVic transfer course list.

#### **Astronomy Major**

UVic Sciences - Up to 33 credits available at NIC. At least one 100-level and eight 200-level courses in astronomy, physics, and mathematics will need to be completed at UVic. Consider including: ENG 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 210, MAT 133 or 200.

#### **Biology Major**

UVic Sciences - Up to 60 credits available at NIC. Consider including: ENG 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181/182 or MAT 102/151, PHY 100/101 or PHY 120/121, BIO 201, BIO 230, BIO 200, BIO 215, CHE 200, CHE 201, MAT 115, a three-credit SCIENCE ELECTIVE, nine credits of GENERAL ELECTIVES from the NIC-UVic transfer course list.

### **Chemistry Major**

UVic Sciences - Up to 48 credits available at NIC. At least four 200-level chemistry courses will need to be completed at UVic.

Consider including: ENG 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, BIO 102, BIO 103, BIO 201, CHE 200, CHE 201, MAT 210, MAT 133 or 200, a three-credit SCIENCE ELECTIVE, and three-credit GENERAL ELECTIVE from the NIC-UVic transfer course list.

### **Computer Science Major**

UVic Computer Science - Up to 39 credits available at NIC. At least six credits of 100-level and 15 credits of 200-level courses will need to be completed at UVic. Consider including: ENG 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or 200, ENG 260, and up to 18 credits of ELECTIVES from the NIC-UVic transfer course list. Options for specialties such as Bioinformatics, Business, Computer Communications & Networks, Computer Graphics & Gaming, Mechatronics & Embedded Systems, and Software Engineering are taken in year 2 at UVic only.

### **Earth and Ocean Science Major**

UVic Sciences - Up to 24 credits available at NIC. At least six 100-level Earth and Ocean Science credits and all of year two would need to be completed at UVic. Consider including: ENG 117, BIO 102/103 or BIO 110/111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121.

### **Economics Major**

UVic Social Sciences - Up to 45 credits available at NIC. At least five 200-level economics courses will need to be completed at UVic. Consider including: ENG 117, ECO 110, ECO 111, MAT 181 or MAT 102, a three-credit SOCIAL SCIENCE ELECTIVE, and up to 30 credits of ELECTIVES from the NIC-UVic transfer course list.

### **English Major**

UVic Humanities - Up to 60 credits available at NIC. Year 1: Consider including nine credits of 100-level English and nine credits of 200-level English from the following: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-224, ENG-225, ENG-230, ENG-260, plus any 12 credits from the NIC-UVic transfer course list. Year 2: Choose at least one 200-level historical survey course, and two other 200-level English literature courses, plus ELECTIVE credits from the NIC-UVic transfer course list.

### **Geography Major**

UVic Social Sciences - Up to 48 credits available at NIC. At least nine credits of 200-level geography courses will need to be completed at UVic. Consider including: ENG 117, GEO 105, GEO 106, GEO 111, GEO 210, GEO 214, nine credits of SOCIAL SCIENCE ELECTIVES, and up to 21 credits of ELECTIVES from the NIC-UVic transfer

course list.

### **History Major**

UVic Humanities - Up to 60 credits available at NIC. Consider including ENG 117, and a minimum of 12 history credits chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260, and up to 45 credits of ELECTIVES from the NIC-UVic transfer course list.

### **Mathematics Major**

UVic Sciences - Up to 39 credits available at NIC. At least three 100-level and eighteen 200-level Mathematics credits will need to be completed at UVic. Consider including: ENG 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 210, MAT 133 or 200, and up to 18 credits of ELECTIVES from the NIC-UVic transfer course list.

### **Philosophy Major**

UVic Humanities - Up to 57 credits available at NIC. One required 200-level philosophy course will need to be completed at UVic. Consider including: ENG 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES from the NIC-UVic transfer course list.

### **Physics Major**

UVic Sciences - Up to 36 credits available at NIC. At least 24 credits of 200-level physics and mathematics courses will need to be completed at UVic. Consider including: ENG 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 210, MAT 133 or 200, and a three-credit ELECTIVE from the NIC-UVic transfer course list.

### **Political Science Major**

UVic Social Sciences - Up to 60 credits may be available at NIC. Note: POL courses are not always offered on a regular basis. Consider including: ENG 117, POL 119, POL 151, POL 200, POL 201, POL 203, and up to 42 credits of ELECTIVES from the NIC-UVic transfer course list.

### **Psychology (Bachelor of Arts) Major**

UVic Social Sciences - Up to 60 credits available at NIC. At least one required 200-level psychology course will need to be completed at UVic. Consider including: ENG 117, PSY 130, PSY 131, CPS 100 or 101, PHI 100 or 101, BIO 102/103 or BIO 110/111, PSY 204, PSY 215, MAT 181 or 102 or 151 or PHI 150, additional ENG courses, six credits of SOCIAL SCIENCE ELECTIVES, and 18 credits of HUMANITIES ELECTIVES from the NIC-UVic transfer course list.

### **Psychology (Bachelor of Science) Major**

UVic Social Sciences - Up to 60 credits available at NIC. At least one required 200-level psychology course will need to be completed at UVic. Consider including: ENG 117, PSY 130, PSY 131, CPS 100 or 101, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MATH 181 or 102 or 151, additional ENG courses, six credits of SOCIAL SCIENCE ELECTIVES, 18 credits of SCIENCE ELECTIVES (at least 12 credits of which must come from a single department).

### **Psychology / Biology Major**

UVic Social Sciences - Up to 60 credits available at NIC. At least one

required 200-level psychology course will need to be completed at UVic. Consider including: ENG 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or 102 or 151, CHE 110, CHE 111, BUS 170, additional ENG courses, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100/101 or 120/121, and up to six credits of ELECTIVES from the NIC-UVic transfer course list.

#### Sociology Major

UVic Social Sciences - Up to 54 credits available at NIC. At least two 200-level sociology courses will need to be completed at UVic. Consider including: ENG 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to 39 credits of ELECTIVES from the NIC-UVic transfer course list.

#### Women's Studies Major

UVic Humanities - Up to 57 credits available at NIC. One required 200-level women's studies course will need to be completed at UVic. Consider including: ENG 117, WST 100, WST 101, ENG 224, ENG 225, HIS 250, HIS 251, and up to 36 credits of ELECTIVES from the NIC-UVic transfer course list.

University Partnerships

## VIU Dual Admission

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### HIGHLIGHTS

#### Program at a Glance

*Dual admission degree path available exclusively through NIC*

**Tuition:** \$2,635 approx per year at NIC, VIU tuition applies for classes at VIU

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

**Starts:** September, January, May

- Complete your Bachelor of Arts or Bachelor of Science degree while studying at both Vancouver Island University and North Island College.
- Choose from 17 majors and 27 minors available within the Bachelor of Arts degree, including anthropology, creative writing, English, global studies, history, psychology, and sociology.
- Bachelor of Science students can major in biology, computing science,

#### Why Choose North Island College?

- **Here to help you.** Advisors at both NIC and VIU will be available to assist you, and you'll be able to move back and forth between these two institutions with next to no administrative inconveniences.
- **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.
- **Same degree, save money.** NIC students who study in their home communities spend up to \$8,500 less for their first year of studies (rent, transportation, and tuition) compared to students attending VIU.

#### Program Highlights

NIC and VIU offer dual admission for students wishing to complete a VIU Bachelor of Arts or Science degree. This allows students to move freely and easily between both institutions to complete the first two years of their degree requirements with minimal administrative inconveniences. The Registrar's Offices at both NIC and VIU automatically track student progress, students have access to support services at both institutions, and BC student loan funding is based on the combined credits at both institutions. In any given semester, within year one or two, students have the opportunity to study at NIC, at VIU, or at both.

At the end of each semester, each student's grades are automatically

and psychology and choose from seven different minors including chemistry, earth science, geography, and mathematics.

**Career possibilities:** A Bachelor of Arts degree supports a wide range of careers, from law and education to journalism and marketing. Graduates with a Bachelor of Science degree use their degree to enter successful careers in education and science. Both degrees provide a foundation for students wishing to continue on to graduate schools and professional schools at major universities.

### Questions?

### Contact

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

passed along to the other partner school. Courses are assessed and transfer credit is awarded. There is no need for students to order transcripts or make any additional requests. Advisors at both NIC and VIU are available to assist you.

## Career Opportunities

A Bachelor of Arts or Bachelor of Science degree provides students with the training needed for a variety of disciplines. Graduates are also prepared to move into further educational opportunities, such as post-degree diplomas or graduate study. The rigorous skill-training and general cultural awareness that students receive by pursuing an Arts or Science degree can serve them well in careers such as education, business, science, law, architecture, art, the media, public service, or any of a host of alternatives.

## ADMISSION

### Admission Requirements

Dual Admission students must meet [VIU's general admission requirements](#). Applicants can apply to either VIU or NIC and must identify that they wish to apply to the NIC-VIU Dual Admission option.

In addition,

#### **Bachelor of Arts:**

- General admission requirements include an option for mature students who were unable to complete secondary school.

#### **Bachelor of Science:**

- Principles of Mathematics 12 with a minimum "B" grade is a prerequisite for the required Math courses.
- Other high school science courses may be required for the different Majors and Minors.
- No more than 60 credits can be transferred from elsewhere towards a VIU degree.
- Application deadline for Bachelor of Science admission is March 31.

## To Be Successful

- Your first and most important step as a VIU dual admission student is to call, email, or visit a Student Advisor at your nearest NIC campus or centre. 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.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

**North Island College - Vancouver Island University Transfer Courses**

The following NIC courses are eligible for transfer credit through VIU Dual Admission (as of Feb 20, 2012). Please review the timetable to review which courses are currently being offered.

### **Humanities**

- EDU-101,EDU-102
- ENG-107,ENG-108,ENG-109,ENG-115,ENG-117,ENG-120,ENG-121,ENG-125,ENG-126,ENG-159,ENG-160,ENG-202,ENG-203,ENG-207,ENG-208,ENG-209,ENG-212,ENG-213,ENG-214,ENG-215,ENG-216,ENG-224,ENG-225,ENG-230,ENG-260
- FIN-100,FIN-101,FIN-110,FIN-111,FIN-115,FIN-120,FIN-121,FIN-130,FIN-131,FIN-135,FIN-140,FIN-145,FIN-204,FIN-210,FIN-211,FIN-215,FIN-217,FIN-220,FIN-221,FIN-230,FIN-231,FIN-235,FIN-236,FIN-245,FIN-246,FIN-247,FIN-250
- FNS-160,FNS-200
- FRE-100,FRE-101,FRE-120,FRE-121,FRE-145,FRE-146,FRE-265,FRE-266,FRE-280
- HIS-111,HIS-112,HIS-120,HIS-121,HIS-122,HIS-130,HIS-135,HIS-205,HIS-215,HIS-216,HIS-220,HIS-225,HIS-231,HIS-232,HIS-250,HIS-251,HIS-260
- IMG-102,IMG-103,IMG-105,IMG-120,IMG-130,IMG-202
- PHI-100,PHI-101,PHI-150,PHI-211,PHI-220,PHI-230,PHI-240,PHI-260
- SPN-100,SPN-101,SPN-200,SPN-201
- WST-100,WST-101,WST-110,WST-260

### **Social Sciences**

- ANT-150,ANT-151,ANT-250,ANT-251,ANT-252,ANT-253,ANT-260,ANT-290,ANT-291,ANT-292,ANT-293
- CRM-101,CRM-131,CRM-135,CRM-220,CRM-230,CRM-241,CRM-251
- ECO-110,ECO-111,ECO-245
- ESJ-100,ESJ-101
- GEO-106,GEO-111,GEO-112,GEO-200,GEO-210,GEO-214,GEO-215
- POL-109,POL-111,POL-151,POL-200,POL-201,POL-203,POL-209
- PSY-130,PSY-131,PSY-202,PSY-204,PSY-215,PSY-220,PSY-221,PSY-222,PSY-235,PSY-245,PSY-250,PSY-251,PSY-260
- SOC-110,SOC-111,SOC-130,SOC-210,SOC-212,SOC-220,SOC-230,SOC-240

### **Sciences**

- BIO-102,BIO-103,BIO-110,BIO-111,BIO-160,BIO-161,BIO-170,BIO-171,BIO-200,BIO-201,BIO-202,BIO-211,BIO-215,BIO-230,BIO-240,BIO-241,BIO-260,BIO-261,
- CHE-110,CHE-111,CHE-200,CHE-201
- CPS-100,CPS-101,CPS-109,CPS-111,CPS-120,CPS-143,CPS-146,CPS-151,CPS-212,CPS-235,CPS-236,CPS-246,CPS-262
- MAT-102,MAT-115,MAT-151,MAT-162,MAT-163,MAT-181,MAT-182,MAT-190,MAT-191,MAT-200
- PHY-100,PHY-101,PHY-120,PHY-121
- SSA-100,SSA-101

### **Business**

- BUS-100,BUS-112,BUS-113,BUS-132,BUS-150,BUS-162,BUS-170,BUS-211,BUS-212,BUS-217,BUS-221,BUS-223,BUS-232,BUS-244,BUS-247,BUS-248,BUS-255,BUS-260,BUS-264,BUS-265,BUS-267,BUS-290,BUS-292,BUS-323,BUS-350,BUS-361,BUS-362,BUS-368,BUS-380,BUS-421,BUS-452

### **Tourism**

- TRM-100,TRM-108,TRM-109,TRM-112,TRM-211,TRM-212,TRM-225

### **Health**

- HSW-151,HSW-153,HSW-164,HSW-167,HSW-190,HSW-211

### **Sample VIU Transfer Plans**

Each VIU degree and major has its own list of required courses and electives that count toward graduation. NIC students should review VIU's Online Calendar to find out their program's first and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

#### **Bachelor of Arts – Anthropology**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND ANT 150/151, ANT 251, ANT 250, ANT 260, AND up to eleven ELECTIVES from the NIC-VIU transfer course list.

\*At least 2 second year Anthropology courses will need to be completed at VIU.

\*You will only receive credit for one of ENG-115, ENG-117, ENG-125.

#### **Bachelor of Science – Biology**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, Consider including: BIO 102/103, CHE 110/ 111, MAT 181/182 or MAT 102/151, PHY 100/101 or PHY 120/121, BIO 201, BIO 230, BIO 200, BIO 215, BIO 202, CHE 200, CHE 201, MAT 115

\*You will only receive credit for one of ENG 115, ENG-117, ENG-125.

#### **Bachelor of Science – Computer Science**

Consider including: ENG 115, ENG 160, CPS 100/101, MAT 181, MAT 182 PLUS up to six ELECTIVES from the NIC-VIU transfer course list.

\*At least 2 first year courses and 6 second year courses will need to be completed at VIU.

#### **Bachelor of Arts –Creative Writing**

Consider Including: Two of ENG 115, 117, 120, 121, 125, 126 AND ENG 107, 108, 109 AND one of ENG 207, 208, 209, 212 AND up to thirteen ELECTIVES from the NIC-VIU transfer course list.

\* You will only receive credit for one of ENG-115, ENG-117, ENG-125. Years 1 and 2: Minimum of 21 credits (7 courses) of first and second-year courses, including three courses from the five following genres: journalism/non-fiction, poetry, fiction, scriptwriting/drama, or publishing and at least one course at the 200-level; students must attain a minimum grade of "B-" in the 200 level course in order to progress to a senior-level course in the same genre at VIU.



### **Bachelor of Arts – Economics**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND ECO 110/111, MAT 181 or MAT 102, MAT 115, AND up to fourteen ELECTIVES from the NIC-VIU transfer course list.

\* You will only receive credit for one of ENG-115, ENG-117, ENG-125

### **Bachelor of Arts – English**

Consider including: 18 credits of first and second year English, nine credits of must be second year. At least one second year historical survey course AND two other second year English literature courses AND fourteen ELECTIVES from the NIC-VIU transfer course list.

Example: ENG 135, ENG 120, ENG 202, ENG 203, ENG 212, ENG 213 plus electives. Full two years can be completed at NIC

\*You will only receive credit for one of ENG-115, ENG-117, ENG-125

### **Bachelor of Arts – First Nations Studies**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND FNS 160, 200, ANT 150, HIS 111, HIS 112, AND up to eleven ELECTIVES from the NIC-VIU transfer course list. (electives must be approved by VIU faculty). At least 2 first or second year First Nations courses will need to be completed at VIU.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Geography – Natural Resource Management Stream**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND GEO 111, GEO 112, GEO 105, GEO 106, GEO 200 AND up to eight ELECTIVES from the NIC-VIU transfer course list. \*At least 5 lower level Geography courses will need to be completed at VIU.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Global Studies**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ECO 110, ECO 111, POL 203, SOC 110, SOC 111, SOC 220, AND three courses of secondary language and/or cultural studies consider including SPN, FRE AND up to six ELECTIVES from the NIC-VIU transfer course list, recommended courses include HIS 121 AND HIS 122.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – History**

Consider including: two of ENG 115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126 AND 18 credits History courses, AND up to twelve ELECTIVES from the NIC-VIU transfer course list.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Liberal Studies**

Complete an Associate of Arts degree or the a minimum of 54 credits at NIC from the NIC-VIU transfer course list. Then apply to [VIU's Bachelor of Arts degree in Liberal Studies at NIC's Comox Valley campus.](#)

### **Bachelor of Arts – Philosophy Major**

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND PHI 150, PHI 100 and PHI 101, AND up to 13 ELECTIVES from the NIC-VIU transfer course list.

\*At least two required 200 level Philosophy courses will need to be completed at VIU.



\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Physical Education**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND seven ELECTIVES from the NIC-VIU transfer course list.

\*At least 33 credits of Physical Education HED first and second year courses will need to be completed at VIU.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Political Studies**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND POL 151, POL 203, POL 201, AND two of POL 109, POL 111, POL 200, POL 209 AND SOC 111/112/220 OR CRM 101/220 AND up to nine ELECTIVES from the NIC-VIU transfer course list.

\*At least one second year PHIL or FNAT course will need to be completed at VIU.

\*SOC 111 and SOC 112 are prerequisites for SOC 220, while CRM 101 is a prerequisite for CRM 220. Only one of SOC 220 OR CRM 220 is needed.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Psychology**

Consider including: Two of ENG 115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, AND PSY 130, PSY 131, PSY 204, PSY 205 AND one of Math 102, Math 151 or Math 181 AND one of PHI 100, PHI 101 or PHI 150, AND ten ELECTIVES from the NIC-VIU transfer course list.

\*At least 2 second year Psychology courses will need to be completed at VIU.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Science – Psychology**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125 or ENG 126 AND BIO 102, BIO 103, CHE 110, CHE 111, MAT 181, MAT 182, PSY 130, PSY 131, BIO 200, BIO 201, CHE 200, CHE 201, PHY 100 OR CPS 100, PSY 204, PSY 215 AND one SCIENCE ELECTIVE from the NIC-VIU transfer course list.

\*At least 1 second year Psychology course will need to be completed at VIU. \*NIC does not offer VIU PSYC 210 which is recommended by VIU

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Sociology**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND SOC 110, SOC 111, SOC 220 PLUS one first year Sociology course PLUS thirteen ELECTIVES from the NIC-VIU transfer course list.

\*At least 1 second year Sociology courses will need to be completed at VIU.

\* You will only receive credit for one of ENG 115, ENG 117, ENG 125

### **Bachelor of Arts – Women's Studies**

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, or ENG 126, AND WST 100, WST 101, WST 110, WST 260, HIS 250, HIS 251, ENG 224, ENG 225, SOC 240 PLUS eight ELECTIVES from the NIC-VIU transfer course list.

\*At least 2 second year Women's Studies courses will need to be completed at VIU.

University Partnerships

# Emily Carr Dual Admission

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## HIGHLIGHTS

### Program at a Glance

*4-year degree from Emily Carr  
University of Art + Design*

**Tuition:** [\\$2,635 approx. per year for at NIC. ECU tuition applies for classes at ECU](#)

**Where:** Comox Valley

**Starts:** September

- Apply once, be admitted to both NIC's Fine Arts diploma and Emily Carr's Bachelor of Fine Arts degree in the Comox Valley.
- Earn a guaranteed seat in NIC's collaborative degree program with Emily Carr, a one-of-a-kind opportunity to learn from Emily Carr faculty and earn a Fine Arts degree from BC's premier art institution without leaving Vancouver Island.
- See also the [Fine Arts diploma](#) and Emily Carr's [Bachelor of Fine Arts degree](#) at NIC for more degree pathways.

**Career possibilities:** With a Fine Arts diploma and Bachelor of Fine Arts degree, graduates have a greater opportunity to work in an arts-related field while they earn their degree. Bachelor of Fine Arts graduates have many employment options including becoming self-employed artists, gallery owners, fine art society managers, or art instructors. Degree completion also makes students eligible for graduate studies programs across Canada.

### 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.** Many NIC Fine Arts instructors maintain national and international practices. Plus, NIC's excellent student-to-faculty ratio gives students more direct access to them 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 Studio, 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

Be admitted to both NIC and the Emily Carr University of Art + Design with one easy application process.

Dual Admission allows you to earn both a Fine Arts diploma and Bachelor of Fine Arts degree during the course of four years at the Comox Valley campus, giving you direct access to some of the best Fine Arts facilities and instructors in BC.

Earn a Fine Arts diploma in your first two years of study. This intense and focused program begins with the 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 before beginning to explore a variety of mediums including sculpture and painting, intaglio printmaking, and digital photography.

Then, automatically enter into the third year of your Emily Carr degree without having to order transcripts, make a second application, or leave the Comox Valley. Qualified students get a guaranteed seat in the Emily Carr Bachelor of Fine Arts program at NIC where they'll learn from Emily Carr instructors, get their own studio, and be exposed to a series of inspiring guest artists, who are actively engaged in their own artistic practices.

Complete your degree in your final two years at NIC. Take a depth of

## Questions?

## Contact

Kelly Shopland  
250-334-5000  
1-800-715-0914

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

academic courses in humanities, social sciences, and art history while developing their painting, drawing, ceramics, printmaking, photography, or digital visual arts skills. A visual arts seminar in the third year gives students a chance to develop critical awareness of the content and context of cultural production while they research, study, write papers, and complete visual projects.

## Career Opportunities

With a Fine Arts diploma and Bachelor of Fine Arts degree, graduates have a greater opportunity to work in an arts-related field while they earn their degree. Bachelor of Fine Arts graduates have become self-employed artists, gallery owners, fine art society managers, and art instructors. Degree completion also gives students the opportunity to enter graduate studies programs across Canada.

## ADMISSION

### Admission Requirements

Apply to Dual Admission at any time in your studies, but know that all students must meet NIC prerequisites upon program entry.

To apply:

1. Make an appointment with our Student Advisor, Kelly Shopland by calling 250-334-5000 or 1-800-715-0914 to discuss eligibility, programs, funding options, and potential career paths to help you get started on the right track.
2. Download and complete the NIC Application form, writing Dual Admission, ECU as the program name. Forms are available online or pick up a copy at the Student Services/Registration office.
3. Meet NIC's admission requirements for the [Fine Arts Diploma](#), including submitting a portfolio, statement of expectations, and a Fine Arts declaration form.
4. Make sure you maintain Emily Carr GPA requirements while you attend NIC.

NIC offers high school-equivalent upgrading options if you need help meeting prerequisites for entry into individual courses.

## To Be Successful

To qualify for Dual Admission enrolment, students must meet NIC's [Fine Arts Diploma](#) entry requirements, maintain their GPA while enrolled in the program, and meet other prerequisites set out the Emily Carr's Bachelor of Fine Arts Degree at NIC.

## COURSES

### Year 1 (Fine Arts diploma at NIC)

- 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 2 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

## **Year 2 (Fine Arts diploma at NIC)**

All students will be required to take:

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

Plus 2 courses from:

- FIN-200 Digital Visual Arts I
- FIN-215 Intaglio Printmaking
- FIN-220 Painting Applications I
- FIN-230 Sculpture I
- FIN-235 3-Dimensional Applications (Ceramics I)
- FIN-245 Photography II

Plus 2 of the following courses:

- FIN-201 Digital Visual Arts II
- FIN-217 Serigraph Printmaking
- FIN-221 Painting Applications II
- FIN-231 Sculpture II
- FIN-236 3-Dimensional Applications (Ceramics II)
- FIN-247 Introduction to Digital Photography

Plus 2 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

## **Year 3 (Bachelor of Fine Arts, ECU at NIC)**

- 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 3 (Bachelor of Fine Arts, ECU at NIC)**

- 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

University Partnerships

# Royal Roads Dual Admission

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## HIGHLIGHTS

### Program at a Glance

*Dual admission degree path available exclusively from NIC*

**Tuition:** \$2,635 approx. per year at NIC, RRU tuition applies for classes at RRU

**Where:** Comox Valley

**Starts:** September

- Guarantee your admission to select Royal Roads degree programs, while earning a diploma or associate degree at NIC
- Save money, get hands-on quality instruction and secure your path to Royal Roads
- Apply directly to both institutions in one easy step

**Career possibilities:** Graduates of Royal Roads University bachelor degree programs have a broad range of skills and a solid understanding of the concepts, languages, and techniques needed to communicate effectively in their field. Whether they want to be environmental policy advisors, communications consultants, or resort managers, Royal Roads University prides itself in providing students with the critical thinking and global awareness skills needed in today's market.

### Questions?

### Contact

### Why Choose North Island College?

- **Two great institutions, one path.** Take advantage of NIC's quality instruction and smaller class sizes and RRU's outstanding reputation for student engagement and get your degree in as little as three years.
- **Start here and save.** NIC students who study in their home communities spend up to \$10,000 less for their first year of studies (rent, transportation, and tuition) compared to students attending RRU.
- **Build your resumé.** Earn a diploma or associate degree at NIC get the credentials you need to start working in your field before you get your bachelor degree. Plus, NIC business and tourism students take advantage of Co-op education and study abroad opportunities in Hawaii, Disneyland, and more.

### Program Highlights

Be admitted to two great public institutions at the same time and take advantage of NIC's quality instruction and small class sizes and RRU's reputation for giving students new and engaging ways to learn.

Starting in September, 2011, North Island College and Royal Roads University are offering an easier way to complete a bachelor degrees in International Hotel Management, Professional Communication, Entrepreneurial Management, Environmental Management, and Environmental Sciences in as little as three years.

Study at an NIC campus for your first two years of classes, taking university transfer courses or focusing your studies by earning a related diploma in Business Administration, Tourism & Hospitality Management, or Adventure Tourism.

After earning 60 credits at NIC, enjoy the benefit of seamless transition into the final year of your degree without having to re-apply, order transcripts, or make additional requests. Finish your degree at Royal Roads University and graduate in as little as 12 months, depending on when you enter the program.

### Career Opportunities

Graduates of Royal Roads University bachelor degree programs have a broad range of skills and a solid understanding of the concepts, languages, and techniques needed to communicate effectively in their

Kelly Shopland  
250-334-5000  
1-800-715-0914

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

field. Whether they want to be environmental policy advisors, communications consultants, or resort managers, Royal Roads University prides itself in providing students with the critical thinking and global awareness skills needed in today's market.

## ADMISSION

### Admission Requirements

Apply to Dual Admission at any time in your studies, but know that all students must meet NIC prerequisites upon program entry.

To apply:

1. Make an appointment with our Student Advisor, Kelly Shopland by calling 250-334-5000 or 1-800-715-0914 to discuss eligibility, programs, funding options, and potential career paths to help you get started on the right track.
2. Download and complete the NIC Application form, writing Dual Admission RRU as the program name. Forms are available online or pick up a copy at the Student Services/Registration office.
3. Meet NIC's admission requirements for university transfer courses or the diploma program you are interested in.
4. Make sure you maintain Royal Roads GPA requirements (<http://www.royalroads.ca/admissions/program-specific-admission>) for the program you are interested in while you attend NIC.

NIC offers high school-equivalent upgrading options if you need help meeting prerequisites for entry into individual courses. Royal Roads University also considers applicants through its Flexible Assessment Policy, which gives students credit for informal learning with their academic education. Students must contact Royal Roads directly for information and admission advice on the policy.

### To Be Successful

To qualify for enrolment at RRU, students must meet RRU's program entry requirements (<http://www.royalroads.ca/admissions/program-specific-admission>) by the time classes start at RRU. Students will also need to maintain their grade point average and meet RRU's other criteria while at NIC, including:

- Maintain a minimum "B" or 3.0/4.33 GPA
- Satisfactorily complete appropriate prerequisite courses and NIC's related credentials or coursework
- Meet any required work experience criteria

## PROGRAMS

Under the NIC-Royal Roads University Dual Admission agreement, the following NIC programs flow directly into specific Royal Roads University degrees.

North Island College	Royal Roads University
<ul style="list-style-type: none"><li>• Business Administration Diploma</li></ul>	<ul style="list-style-type: none"><li>• Bachelor of Commerce Degree – Entrepreneurial</li></ul>

	Management
<ul style="list-style-type: none"> <li>• Tourism &amp; Hospitality Management Diploma</li> <li>• Business Administration Diploma</li> <li>• Associate of Arts Degree</li> <li>• University Transfer Arts (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts Degree – International Hotel Management</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Arts Degree</li> <li>• University Transfer Arts (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts Degree – Professional Communication</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Science Degree</li> <li>• University Transfer Science (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree – Environmental Management</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Science Degree</li> <li>• University Transfer Science (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree – Environmental Science</li> </ul>

# Bachelor of Business Administration Degree, Accounting Major

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## HIGHLIGHTS

### Program at a Glance

*4-year bachelor's degree*

**Tuition:** [\\$2,635 approx per year + books/supplies](#)

**Where:** Comox Valley

**Starts:** September, January

- With a strategic balance of academic and applied studies, you will be prepared for management-level positions in public accounting, financial management, planning, and business consulting.
- All accounting courses are fully recognized by the CA, CMA, and CGA associations.

**Career possibilities:** Graduates are well-prepared to continue studies towards professional CA, CGA, or CMA designations. Employment opportunities may include business consulting, public or corporate accounting, or business ownership.

### Questions?

### Contact

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

### 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.
- **Dual Degree.** As a degree student, you have the option of earning both an NIC degree and a licence, a three year undergraduate degree, from the Université Paris 13 (UP13). You will find program details in the curriculum section of this calendar. French language studies should be taken early in your program to prepare you to take UP13 courses taught in French.

### 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](#).

## **ADMISSION**

### **Admission Requirements**

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

### **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.

## **CURRICULUM**

### **Program Requirements**

The Bachelor of Business Administration Degree - Accounting program offers a great deal of flexibility. Students may customize a program both by choice of electives and by opting to take courses in any order as long as prerequisites are met. Students are required to successfully complete 120 credits excluding Co-op credits. 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 4** 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 5** 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**

A minimum of fifty percent of the program must be completed at North Island College.

## **CGA & CMA Bridging Pathways**

### **Certified General Accountants (CGA) Bridge**

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

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

- PHI 260 Business Ethics
- BUS 293 Business Simulation
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 350 Organizational Behaviour
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- BUS 492 Strategic Management
- Three 3.0 credit electives, 200 level or higher

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

### **Certified Management Accountant (CMA) Bridge**

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

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

- PHI 260 Business Ethics
- BUS 293 Business Simulation
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 380 Globalization and International Business
- BUS 421 Accounting Theory
- BUS 450 Project Management

- BUS 492 Strategic Management
- Three 3.0 credit electives, 200 level or higher

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

## DUAL DEGREE - Université Paris 13 and NIC

Completing the Dual Degree Program gives students the opportunity to earn a three year undergraduate degree, called a licence, from the the Université Paris 13 (UP13) and a four year BBA from NIC. Students who have completed at least the first two years of the BBA program may take the following courses over two semesters at UP13 to earn their UP13 licence in the Retail Banking (Banque, Finance, Assurance) option.

### Retail Banking Option

UP13 Course	Subject	ECTS
Commerce international	International Business	6
Analyse financiere	Financial Analysis	8
Techniques comptables approfondies	Cost Accounting	8
Droit economique, droit des sociétés	Business Law	8
Economie industrielle	Managerial Economics	8
Economie bancaire	Money and Banking	8
Theories financiere	Financial Theory	8
Test et decisions statistiques	Market Research	6
Total ECTS Credits		60

UP13 courses completed by NIC students as part of the dual degree program may be used to fulfill the requirements of an NIC BBA according to the following rules:

1. Credit for UP13 courses will be transferred to NIC using the formula:  $\text{ECTS credits} \div 2 = \text{NIC credits}$
2. Credits earned by completing courses in UP13's Economie et Gestion licence program, or by completing courses in any UP13 graduate level business program, may be used to meet the following requirements of the NIC BBA degree:
  - BUS 390 and BUS 490
  - BBA electives that transfer to BC degree granting institutions

- BBA electives at the 200 level or higher
- BBA non-business electives
- A maximum of 15 additional credits approved the Chair, Business Administration Department

Note: Students planning to complete the dual degree program should normally include French language courses in the first and second year of their business studies at NIC. For information on how this can be done, please contact the Chair, Business Administration.

Students in the BBA – Accounting program may take the UP13 Licence, Retail Banking option, but not the Management option.

### Requirements for UP13 Students Who Study at NIC

UP13 students who have earned their licence with a Management (Sciences de Gestion) option may also earn their BBA in Accounting by taking completing the following courses.

#### Credits

*Required courses:*

BUS 211 Intermediate Financial Accounting I 3  
 BUS 212 Intermediate Financial Accounting II 3  
 BUS 421 Accounting Theory 3  
 BUS 492 Strategic Management 3

*Two of the following courses @ 3 credits each: 6*

BUS 318 Advanced Cost Accounting  
 BUS 323 Taxation II  
 BUS 419 Advanced Financial Accounting  
 BUS 420 Introduction to Auditing

Any four BUS 300 or 400 level Courses @ 3 credits each: 12

Total Credits 30

# Bachelor of Business Administration Degree, General Management Major

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## HIGHLIGHTS

### Program at a Glance

*4-year bachelor's degree*

**Tuition:** \$2,635 approx per year + books/supplies

**Where:** Comox Valley

**Starts:** September, January

- With a strategic balance of academic and applied

### 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.

studies, you will be prepared for positions in large and small, profit and non-profit organizations, You may choose to apply your skills to starting your own business.

- As a graduate of the Bachelor of Business Administration - General Management degree, you will possess a well-rounded business education. You can also choose to focus your studies in a particular discipline that suits your interests and abilities.

**Career possibilities:** Graduates with a degree in general management are well prepared for progressive, management related employment opportunities in both private and public organizations. Graduates will also possess the skills required to pursue their own business ventures.

### Questions?

### Contact

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

- **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.
- **Dual Degree.** As a degree student, you have the option of earning both an NIC degree and a licence, a three year undergraduate degree, from the Université Paris 13 (UP13). You will find program details in the curriculum section of this calendar. French language studies should be taken early in your program to prepare you to take UP13 courses taught in French.

## 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](#).

## **ADMISSION**

### **Admission Requirements**

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

### **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.

## **CURRICULUM**

### **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 2** 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 Globalization and International Business
- POL 203 International Relations

**Plus 3** electives totaling 9 credits\*

### **Year 4**

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

**Plus 2** electives chosen from:

- BUS 265 Retail Management
- BUS 310 Recruitment and Selection
- BUS 320 Compensation and Benefits
- BUS 355 Managing for Public & Non-profit Organizations
- BUS 410 Labour Relations
- 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.

**DUAL DEGREE - Université Paris 13 and NIC**



Completing the Dual Degree program gives students the opportunity to earn a three year undergraduate degree, called a licence, from the Université Paris 13 (UP13) and a four-year Bachelor of Business Administration degree (BBA) from NIC. Students who have completed at least the first two years of the BBA program may take the following courses over two semesters at UP13 to earn their UP13 licence in the Retail Banking (Banque, Finance, Assurance) or Management (Sciences de Gestion) option.

### Retail Banking Option

UP13	Course Subject	ECTS
Commerce international	International Business	6
Analyse financière	Financial Analysis	8
Techniques comptables approfondies	Cost Accounting	8
Droit économique, droit des sociétés	Business Law	8
Economie industrielle	Managerial Economics	8
Economie bancaire	Money and Banking	8
Théories financières	Financial Theory	8
Test et décisions statistiques	Market Research	6
Total ECTS Credits		60

### Management Option

UP13 Course	Subject	ECTS
Gestion financière	Management Accounting	8
Comptabilité analytique	Cost Accounting	8
Mathématiques financières	Financial Mathematics	8
Informatique appliqué à la gestion	Management Information Systems	6
Comptabilité approfondie	Advanced Financial Accounting	8
Finances de marché	Financial Management	8
Ingénierie création d'entreprise et stimulation de gestion à l'aide d'outils logiciels	Advanced Topics in Entrepreneurship	6
Organisation et contrôle de gestion	Internal Control Systems	8
Total ECTS Credits		60

UP13 courses completed by NIC students as part of the dual degree program may be used to fulfill the requirements of an NIC BBA according to the following rules:

1. Credit for UP13 courses will be transferred to NIC using the formula:  $\text{ECTS credits} \div 2 = \text{NIC credits}$
2. Credits earned by completing courses in UP13's Economie et Gestion licence program, or by completing courses in any

UP13 graduate level business program, may be used to meet the following requirements of the NIC BBA degree:

- BUS 390 and BUS 490
- BBA electives that transfer to BC degree granting institutions
- BBA electives at the 200 level or higher
- BBA non-business electives
- A maximum of 15 additional credits approved the Chair, Business Administration Department

Note: Students planning to complete the dual degree program should normally include French language courses in the first and second year of their business studies at NIC. For information on how this can be done, please contact the Chair, Business Administration.

### **Requirements for UP13 Students Who Study at NIC**

UP13 students who have earned their licence with a Management (Sciences de Gestion) option may also earn their BBA in General Management by taking completing the following courses.

<b>Required Courses:</b>	<b>Credits</b>
BUS 350 Organizational Behaviour	3
BUS 380 Globalization and International Business	3
BUS 450 Project Management	3
BUS 492 Strategic Management	3
<b>Six of the following courses at three credits each:</b>	18
BUS 260 Consumer Behaviour	
BUS 264 Professional Selling	
BUS 265 Retail Management	
BUS 267 Services Marketing	
BUS 293 Business Simulation	
BUS 361 E-Business	
BUS 355 Managing for Public & Non-profit Organizations	
BUS 368 Advertising and Marketing Communications	
BUS 430 Business-to-Business Marketing	
<b>Total Credits</b>	<b>30</b>

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

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# HIGHLIGHTS

## Program at a Glance

*4-year bachelor's degree*

**Tuition:** \$2,635 approx per year + books/supplies

**Where:** Comox Valley

**Starts:** September, January

- With a strategic balance of academic and directed field studies, you will be prepared to offer employers a set of technical and management skills that are valued in today's dynamic marketing environment.
- You may apply for membership in professional marketing organizations that provide professional development and networking opportunities.

**Career possibilities:** Employment opportunities are diverse and may include careers in retailing, marketing management, market research and public relations in profit, non-profit, and government organizations.

## Questions?

### Contact

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

## 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.
- **Dual Degree.** As a degree student, you have the option of earning both an NIC degree and a licence, a three year undergraduate degree, from the Université Paris 13 (UP13). You will find program details in the curriculum section of this calendar. French language studies should be taken early in your program to prepare you to take UP13 courses taught in French.

## 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](#).

## ADMISSION

### Admission Requirements

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

### 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.

## CURRICULUM

### 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 Globalization and International Business

**Plus 4** electives totaling 12 credits\*

## **Year 4**

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

**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.

## DUAL DEGREE - Universite Paris 13 and NIC

Completing the Dual Degree Program gives students the opportunity to earn a three-year undergraduate degree, called a licence, from the the Université Paris 13 (UP13) and a four-year Bachelor of Business Administration degree (BBA) from NIC. Students who have completed at least the first two years of the BBA program may take the following courses over two semesters at UP13 to earn their UP13 licence in the Retail Banking (Banque, Finance, Assurance) or Management (Sciences de Gestion) option.

### Retail Banking Option

UP13 Course	Subject	ECTS
Commerce international	International Business	6
Analyse financiere	Financial Analysis	8
Techniques comptables approfondies	Cost Accounting	8
Droit economique, droit des sociétés	Business Law	8
Economie industrielle	Managerial Economics	8
Economie bancaire	Money and Banking	8
Theories financiere	Financial Theory	8
Test et decisions statistiques	Market Research	6
<b>Total ECTS Credits</b>		<b>60</b>

### Management Option

UP13 Course	Subject	ECTS
Gestion financiere	Management Accounting	8
Comptabilité analytique	Cost Accounting	8
Mathématiques financières	Financial Mathematics	8
Informatique appliqué à la gestion	Management Information Systems	8
Comptabilité approfondie	Advanced Financial Accounting	8
Finances de marché	Financial Management	8
Ingénierie création d'entreprise et stimulation de gestion à l'aide d'outils logiciels	Advanced Topics in Entrepreneurship	6
Organisation et contrôle de gestion	Internal Control Systems	8
<b>Total ECTS Credits</b>		<b>60</b>

UP13 courses completed by NIC students as part of the dual degree program may be used to fulfill the requirements of an NIC BBA according to the following rules:

1. Credit for UP13 courses will be transferred to NIC using the

formula: ECTS credits ÷ 2 = NIC credits

2. Credits earned by completing courses in UP13's Economie et Gestion licence program, or by completing courses in any UP13 graduate level business program, may be used to meet the following requirements of the NIC BBA degree:

- BUS 390 and BUS 490
- BBA electives that transfer to BC degree granting institutions
- BBA electives at the 200 level or higher
- BBA non-business electives
- A maximum of 15 additional credits approved the Chair, Business Administration Department

Note: Students planning to complete the dual degree program should normally include French language courses in the first and second year of their business studies at NIC. For information on how this can be done, please contact the Chair, Business Administration.

# Business Administration Post Degree Diploma

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## HIGHLIGHTS

### Program at a Glance

*1-year post degree diploma*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Comox Valley

**Starts:** September, January

- If you have a bachelor's degree from a recognized institution, the post degree diploma makes it possible for you to complete a valuable business education in just one year.
- Specialize or diversify your business education with four program options: accounting, general management, international management or marketing.

**Career possibilities:** A post degree education in business will open new doors in your undergraduate field, including employment opportunities in business consulting, management, or business ownership.

### Questions?

### 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, international 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,

## Contact

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

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.

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

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](http://www.bccat.bc.ca) at [www.bccat.bc.ca](http://www.bccat.bc.ca). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

## ADMISSION

### Admission Requirements

1. An accredited bachelors degree with a minimum of three academic years from a recognized institution.
2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT 053; 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.

### 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.

## **CURRICULUM**

### **Program Requirements**

To meet the requirements for the post degree diploma a student must complete 30 credits selected from business (BUS) courses, economics (ECO) courses, and PHI 260. Of these 30 credits, 24 must be in courses numbered 200-level or higher. Transferring students must complete a minimum 50% of the 30 required credits at North Island College. Courses counted 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.

#### **International Management Option**

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

**Plus 2** electives chosen **from** any BUS course at the 200 level or higher, POL 203 (International Relations), or PHI 260 (Business Ethics).

#### **Marketing Option**

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

**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.

# Business Administration Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year diploma*

**Tuition:** \$2,635 approx per year + books/supplies

**Where:** Comox Valley

**Starts:** September, January

- Specialize or diversify your business education with three program options: general management, marketing, or accounting.
- Study abroad in Europe, Mexico, or the US.
- Earn paid Co-op work experience.

**Career possibilities:** The diploma program will qualify you for a broad range of exciting employment opportunities, from office administration and accounting assistant to sales, retail, or product manager.

### Questions?

### Contact

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

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

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.

## **ADMISSION**

### **Admission Requirements**

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

### **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.

### **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.

## **CURRICULUM**

### **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-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1

- BUS 297 Business Administration Co-operative Education Work Term 2

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

- BUS 298 Business Administration Co-operative 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.

# **Business Administration Certificate**

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# HIGHLIGHTS

## Program at a Glance

*1-year certificate*

**Tuition:** [\\$2,635 approx + books/supplies](#)

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

**Starts:** September (All three locations) January (Comox Valley only)

- Learn accounting, marketing, computer applications, business writing, and more.
- Earn transfer credit towards diploma and degree programs at NIC and throughout the province.

**Career possibilities:** With a well-rounded business education, graduates can apply their skills to a variety of entry-level opportunities in virtually any industry. Employment may include administrative assistant positions in marketing, finance, and human resources.

## Questions?

## Contact

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

## 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.

# ADMISSION

## Admission Requirements

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

## 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.

## CURRICULUM

### 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 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

**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.

## Commerce Transfer

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### HIGHLIGHTS

#### Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- **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.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees,

#### Program at a Glance

*1-year University Studies program transfer plan*

**Tuition:** \$2,635 approx + books/supplies

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

**Starts:** September, January

- Start your business degree at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from accounting, marketing, and finance to Spanish, economics and much much more
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Commerce transfer plan is designed to meet the general first-year course requirements for Business degree programs offered at universities throughout BC, including the Bachelor of Commerce program at the University of Victoria (UVic).

## Questions?

## Contact

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

books, transport, housing and food) compared to students attending an urban university.

## What is a transfer plan?

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Commerce transfer plan is designed to meet the general first-year course requirements of Business degree programs province-wide. Our Student Advisors will work with you to personalize this plan to meet your personal interests, goals, and university of choice.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

Transferable 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 qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Commerce transfer plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about the transfer benefits of completing a 2-year Associate of Arts or Science degree.

## ADMISSION

### Admission Requirements

1. Complete and submit the [NIC Application for Admission](#) form, writing University Studies as the program name.
2. 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.
3. Recommended courses include: English 12 with a C or better and Math 12 (Principles 12 or Pre-Calculus 12) with a C+ or better.

### To Be Successful

- Your first and most important step as a university transfer 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.



- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your course plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for many Business degree programs throughout the province. However, choosing the right combination of courses will depend on a number of factors, including your personal interests and university of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

### Sample Transfer Plan

- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing
- MAT 115 Introduction to Statistics
- MAT 151 Finite Mathematics
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- Other courses in your area(s) of interest, including those related to languages, culture, and political or economic systems. The following courses are recommended when available: PHI 150 Critical Thinking, PHI 260 Business Ethics, SOC 110/111 Introduction to Sociology I & II, ENG 160 Organizational Writing. Other options may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.



# Office Assistant I Certificate

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## HIGHLIGHTS

### Program at a Glance

*30-week online Applied Business Technology program; part-time options available*

**Tuition:** \$1,450 approx + [books/supplies](#)

**Where:** College Wide

**Starts:** Varies by course. Contact a Student Advisor.

- Develop office administration skills valued in virtually every type of business and industry.
- Qualify for entry into the following specialty programs: Computing Accounting Assistant certificate, Legal Administrative Assistant certificate, Administrative Assistant certificate, or Medical Office Assistant certificate.

**Career possibilities:** Graduates are prepared for office support positions in a variety of organizations, from accounting and education to real estate and hospitality.

### Questions?

### Contact

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

### 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 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.
- **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.

## **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.

## **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 three 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.

## **ADMISSION**

### **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 034, or equivalent, or successful math placement testing.

## CURRICULUM

### Program Requirements

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

### Completion Requirements

- The keyboarding speed requirement for the Office Assistant I certificate is 40 words per minute with a maximum error rate of 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

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### HIGHLIGHTS

#### Program at a Glance

*Certificate completed over 30 weeks, post Office Assistant I certificate*

**Tuition:** \$1,185 approx + [books/supplies](#)

**Where:** College Wide

**Starts:** Due to overwhelming demand, students are encouraged to apply to NIC as soon as possible and meet with a Student Advisor to discuss course planning.

- Develop office

#### 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

administration skills valued in virtually every type of business and industry.

- Improve your employability or opportunities for advancement.
- Learn in an interactive online classroom with instructor support every step of the way.

**Career possibilities:** Graduates are prepared for office support positions in a variety of organizations, from accounting and education to real estate and hospitality.

### Questions?

### Contact

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

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 three 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.

## ADMISSION

### 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.

## 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.

## CURRICULUM

### 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 Databases
- ABT 150 GroupWare Using Outlook
- ABT 151 Desktop Publishing
- ABT 152 Integrated Project - Administrative
- ABT 161 Accounting I
- ABT 120 Job Search

### Completion Requirements

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

Applied Business Technology

# Computing Accounting Assistant Certificate

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## HIGHLIGHTS

### Program at a Glance

*Certificate completed over 30 weeks, post Office Assistant I 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 a Computer Accounting Assistant certificate, you'll qualify for positions such as bookkeeping assistant, data

**Tuition:** \$1,320 approx + books/supplies

**Where:** College Wide

**Starts:** Varies by course. Contact a Student Advisor.

- Develop essential computer accounting skills needed in virtually every type of business and industry.
- Improve your employability or opportunities for advancement.
- Learn in an interactive online classroom with instructor support every step of the way.

**Career possibilities:** Graduates are prepared for accounting office support positions in a variety of organizations, from accounting and education to real estate and hospitality.

### Questions?

### Contact

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

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 three 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.

## **ADMISSION**

### **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.

### **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.

## **CURRICULUM**

### **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

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## HIGHLIGHTS

### Program at a Glance

*Certificate completed over 30 weeks, post Office Assistant I certificate*

**Tuition:** [\\$1,625 approx + book/supplies](#)

**Where:** College Wide

**Starts:** Varies by course. Contact a Student Advisor.

- Develop specialized legal administration skills needed to support a wide range of businesses and organizations.
- Improve your employability or opportunities for advancement.
- Learn in an interactive online classroom with personal instructor support every step of the way.

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

### Questions?

### Contact

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

### 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 three 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.

## **ADMISSION**

### **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.

### **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.

## **CURRICULUM**

### **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

## 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

# Medical Office Assistant Certificate

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## HIGHLIGHTS

### Program at a Glance

*Certificate completed over 30 weeks, post Office Assistant I certificate*

**Tuition:** \$1,320 approx + [books/supplies](#)

**Where:** College Wide

**Starts:** Varies by course. Contact a Student Advisor.

- Develop specialized medical administration skills needed to support the busy health care industry.
- Improve your employability or opportunities for advancement.
- Learn in an interactive online classroom with instructor support every step of the way.

### Career possibilities:

Graduates will be prepared for medical office support positions in a variety of organizations, from hospitals to walk-in clinics.

### Questions?

### Contact

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

## 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 three 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.

## **ADMISSION**

### **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.

### **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.

## **CURRICULUM**

### **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

### **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

# Office Management Certificate

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## HIGHLIGHTS

### Program at a Glance

*30-week part-time Applied  
Business Technology program*

**Tuition:** [\\$1,580 approx +  
books/supplies](#)

**Where:** College Wide

**Starts:** September, January

- Gain the business education needed to advance into supervisory positions.
- Participate in highly-interactive, team-oriented online classes, and gain valuable technical, interpersonal, and leadership skills.

**Career possibilities:** Depending on your prior work experience, opportunities may include positions such as human resources manager, office manager, executive assistant, or business owner.

### Questions?

### Contact

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

### 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.

## **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 five years prior to the application for transfer credit to a maximum of 50% of the certificate's required courses. Students with office work experience wishing to enter the certificate program must contact the department chair to determine their eligibility and program planning needs.

## **ADMISSION**

### **Admission Requirements**

1. Office or business work experience with a minimum two years, or approval of the department
2. Minimum of C grade in Provincial English 12 or one of ENG 060, ENG 098, ESL 090 or English assessment (Note: ENG 060 will not be accepted as an English requirement as of Fall 2013)
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](#).

## **CURRICULUM**

### **Program Requirements**

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

### **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.



# Bachelor of Fine Arts Degree, Emily Carr University

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## HIGHLIGHTS

### Program at a Glance

*3rd & 4th year of a bachelor's degree from the Emily Carr University of Art + Design*

**Tuition:** [\\$3,570 approx per year + books/supplies](#)

**Where:** Comox Valley

**Starts:** September

- In collaboration with the Emily Carr University of Art + Design (ECU), NIC offers the unique opportunity to complete a Bachelor of Fine Arts degree at NIC's Comox Valley campus.
- Diploma graduates from many institutions can apply to enter directly into third year of the degree program at NIC.
- See also [Emily Carr Dual Admission](#) for more degree pathways through NIC.

**Career possibilities:** With a Bachelor of Fine Arts degree, graduates will have a greater opportunity for self-employment as an artist. Other options include gallery owner, manager of fine arts societies, and art instructor. Graduates are also eligible to apply for admission to graduate studies at ECU.

### Questions?

### Contact

#### Emily Carr University

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

Admissions & Portfolio:  
(604) 844-3820

Course Registration & Fees:  
(604) 844-3888

### 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.
- **Let us 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 to ignite your imagination.
- **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 studio, 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 choose from 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.

### Registration

Student Loans:  
(604) 844-3844

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.

## ADMISSION

### 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.

## CURRICULUM

### 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

## Fine Arts Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year diploma*

**Tuition:** [\\$2,635 approx per year +](#)

### Why Choose North Island College?

- **A great education, an affordable price.** NIC also has some of the lowest tuitions and lab fees in the province. Students are provided with a substantial amount of materials and are

## [books/supplies](#)

**Where:** Comox Valley

**Starts:** September

- Explore a variety of subjects from photography and digital visual art to sculpture and ceramics.
- NIC's vibrant setting and well-equipped studios provide you with the resources to ignite your creativity.
- Qualify for priority admission into the Emily Carr University Bachelor of Fine Arts degree program at NIC.

**Career possibilities:** Graduates can apply their skills in a wide range of employment opportunities, from practicing artist, theatrical set designer or graphic designer to curator, printmaker, potter or game designer.

## Questions?

## Contact

Student Services

1-800-715-0914

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

encouraged to try techniques and styles that they might normally not be able to afford.

- **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 of Art + Design (ECU), B.C.'s premier art institution, 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.

What the Portfolio committee is looking for are 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. Be prepared, in your Statement

of Expectations, 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. It also acts as an introduction to the student and lets the committee get a sense of who they are.

## ADMISSION

### 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. [Statement of Expectations](#) (approximately three-hundred words)

**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.

## 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.

## **CURRICULUM**

### **Program Requirements**

#### **Year 1**

- FIN 100 Introduction to Art History and Visual Culture I
- FIN 101 Introduction to Art History and Visual Culture II
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II
- FIN 120 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 2** 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

#### **Year 2**

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

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

**plus 2** courses from:

- FIN 200 Digital Visual Arts I
- FIN 215 Intaglio Printmaking
- FIN 220 Painting Applications I
- FIN 230 Sculpture I
- FIN 235 3-Dimensional Applications (Ceramics I)
- FIN 245 Photography II

**plus 2** of the following courses:

- FIN 201 Digital Visual Arts II
- FIN 217 Serigraph Printmaking
- FIN 221 Painting Applications II
- FIN 231 Sculpture II
- FIN 236 3-Dimensional Applications (Ceramics II)
- FIN 247 Introduction to Digital Photography

**plus 2** 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

**Download a printable graduation checklist below:**

- [Fine Arts Diploma Graduation Checklist](#) (for start dates from September 2009 to present)
- [Fine Arts Diploma Graduation Checklist](#) (for start dates before May 2009)

# Professional Photography Certificate

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## HIGHLIGHTS

### Program at a Glance

*10-month certificate*

**Tuition:** \$7,038 approx +  
[books/supplies](#)

**Where:** Comox Valley

**Starts:** September, January

- Take the first step towards an exciting photography career.
- Learn about the industry and employment options as you develop your personal creativity and style.

**Career possibilities:** Graduates will find a wide variety of career opportunities in photography retail sales, portraiture, wedding photography, photojournalism, advertising, and fine art photography.

### Questions?

### Contact

Paul Bailey  
250-334-5051

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

### 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, nature photography, and computer photo enhancement. 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.

## Supply List

### Supplies Required

Students are required to provide the following list of basic supplies and equipment:

- DSLR camera with HD video and lenses covering wide angle to telephoto
- 1 flash meter (Minolta, Sekonic, Polaris or Calcu-Flash2)
- 1 tripod with ball or 3-way head
- 1 salon or Presentation portfolio case 11x14 or 16x13"
- 500 GB portable hard drive
- CF memory card reader if applicable
- 1 magnifying lupe (8 or 10x with glass lens)
- 10 sleeves for 120mm negatives
- 10 clear 8 1/2 x 11" pages
- 1 package lens cleaning tissues
- cans "air duster" canned air
- 1 utility knife
- or 3 Sharpie fine tip, black permanent markers
- 1 roll masking tape 3/4"
- 1 pair scissors (6" to 8")
- 1 penlight flashlight
- box 100 sheets Ilford MG IV RC 8 x 10 Pearl finish b&w paper
- 10 rolls Ilford HP5 120mm film
- Instructors may add additional equipment for specific courses.
- Students must also be prepared to cover the costs of color ink jet printing, field trip expenses, and framing for gallery shows (an extra \$2,000 approx. over the supplies listed above).

### Supplies Provided

The program has six medium-format camera systems that students will use on a shared basis for free. **Students must provide proof of private insurance** to cover replacement costs of the equipment or be liable to pay repair and replacement costs.

## ADMISSION

### Admission Requirements

1. C+ in Provincial English 11 or equivalent, or an



- English Assessment;
2. C+ in Math 10; or A&W 10; or Foundations 10; or assessment test in Math 033;
  3. A [portfolio of photography](#), and
  4. A 300-word statement of expectations.

## CURRICULUM

### 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

Download a printable graduation checklist below:

- [Professional Photography Graduation Checklist](#)

## Metal Jewellery Design Certificate

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### HIGHLIGHTS

#### Program at a Glance

*30-week full-time certificate*

**Tuition:** \$5,000 approx +  
[books/supplies](#)

**Where:** Campbell River

**Starts:** September

- Learn to conceptualize and create jewellery for artistic expression or as a source of income.
- Explore professional metal techniques, gemmology, design and more.
- Gain business skills to present and promote your

#### Why Choose North Island College?

- Learn from the best. At NIC, you'll learn from qualified instructors who not only are accomplished in the art of jewellery making, but who are also experienced in designing and marketing their jewellery at festivals, fairs, art galleries, and their own studios.
- Design your new career. In addition to developing expertise in the art of jewellery design, you'll gain essential business skills and industry knowledge to promote and sell your own designs with confidence.
- Develop your style. You'll learn in a small, well-equipped studio classroom with the personal encouragement and professional guidance you need to inspire your creative expression and develop your personal style.

#### Program Highlights

designs.

**Career possibilities:** Graduates may pursue employment within the jewellery industry or set up and operate their own business and studio-workshop.

### Questions?

### Contact

Julia Peters  
250-923-9724  
[julia.peters@nic.bc.ca](mailto:julia.peters@nic.bc.ca)

The certificate in metal jewellery design is designed to give students the technical skills and industry knowledge needed to conceptualize and create jewellery for artistic expression or as a source of income. It is well-suited to anyone who is interested in beginning or advancing their skills in jewellery making and design - be it for personal enrichment or career interest. No previous experience is required; however, some studio work or hobby experience is advantageous.

During the program, students will explore a wide range of topics and apply professional techniques in jewellery making through extensive hands-on studio practice as well as demonstrations/lectures from skilled jewellery makers. The program focuses on metal techniques, including student work in copper, brass, silver, and gold. Courses emphasize individual creativity, giving students the opportunity to apply their learning to create their own designs.

In the first semester, students begin with an overview of the jewellery design process, from how to break down a design to rendering sketches. Students learn metal techniques, such as soldering and bezel setting, and explore a wide range of metal casting techniques, including wax models and sand casting. Topics also cover the traditional graving of NorthWest Coast Aboriginal art.

In the second semester, students advance their skills further with metal and casting techniques such as repoussage, intermediate stone setting, and mold making from a finished piece. Gemmology is introduced with topics in gem identification and classification. Professional business practices are covered in the final semester, giving students a strong foundation of skills for self-employment and industry-specific marketing techniques.

Each semester culminates in a final project which allows students to apply their learning to a personal design that will form the beginning of their professional portfolio.

## Career Opportunities

Upon completion, graduates will have both the technical skills to produce their own metal jewellery and the business skills to present and promote these designs. Depending on their backgrounds or interests, some may seek employment opportunities in the retail jewellery industry while others may pursue self employment by marketing their jewellery at festivals, fairs, art galleries, or their own studios.

## Schedule

The 2012/13 program will be held over two semesters, from September to April, totalling 30 weeks. Classes are scheduled to take place at Campbell River campus from Monday to Thursday, 9 am to 3 pm (22 hours per week).

## Supply List

Students are responsible for providing the following list of basic supplies and equipment (\$800 approx), which may change slightly according to instructor requirements (to be confirmed in first classes):

- [Metal Jewellery Design Supply List](#)

We encourage students to first search out what is 'at hand' before buying. The supplies listed are the basics required for the program and by no means limit what may be purchased by students. Budgeted amounts are minimums required for projects. If a student does work above required projects, then more supplies will be necessary.

## **ADMISSION**

### **Admission Requirements**

1. C in English 10, or NIC ENG 034, or an English Assessment.

### **To Be Successful**

- Some experience in design or crafts or completion of NIC's Silver Jewellery Workshop or Beginner's course is recommended, but not required.
- Good hand-eye coordination and physical dexterity is recommended.
- International students will meet NIC international admission requirements.

## **CURRICULUM**

### **Program Requirements**

- MJD 110 Fundamentals of Design I
- MJD 111 Northwest Coast Aboriginal Jewellery Art I
- MJD 112 Metal Techniques I
- MJD 113 Metal Casting I
- MJD 114 Drawing and Rendering
- MJD 115 Final Project I
- MJD 120 Fundamentals of Design II
- MJD 121 Northwest Coast Aboriginal Jewellery Art II
- MJD 122 Metal Techniques II
- MJD 123 Metal Casting II (with Mold Making)
- MJD 124 Gemmology
- MJD 125 Final Project II
- MJD 126 Professional Business Practices

### **Completion Requirements**

Students must have successfully completed all of the required courses to receive the Metal Jewellery Design Certificate.

# Advanced Communication Design Diploma

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## HIGHLIGHTS

### Program at a Glance

*3-year Interactive Media  
advanced diploma*

**Tuition:** \$2,635 approx per year +  
books/supplies

**Where:** Comox Valley

**Starts:** September

- With a strong combination of design and programming abilities, graduates are highly adaptable to the changing industry and able to manage a high level of client communication needs—in print and online.
- Graduates are eligible for membership with the [Society of Graphic Designers of Canada](#).

**Career possibilities:** The advanced diploma prepares graduates for a wider range of employment options, not only the possibilities listed for the Communication Design and Web Development diplomas, but also consulting, project management, and business ownership.

### Questions?

### Contact

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

### 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 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

### Admission Requirements

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;

**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. A student should complete the program within three years of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form. 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 *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.

## CURRICULUM

### 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 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
- CPS 146 Database Fundamentals
- FIN 247 Introduction to Digital Photography
- Optional Work term (4 weeks non-credit)

### 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
- Elective (Can be drawn from any University courses)
- Optional Work term (4 weeks non-credit)

### plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 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

Download a printable graduation checklist below:

- [Advanced Communication Design Diploma Checklist](#)

Interactive Media

# Communication Design Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year Interactive Media diploma*

**Tuition:** \$2,635 approx per year + books/supplies

**Where:** Comox Valley

**Starts:** September

- Learn to design both print and online communications that are visually, technically,

### 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.

- and commercially effective.
- Workplace practicums give you professional experience and industry connections.

**Career possibilities:** With experience in both print and web applications, graduates are well-prepared for a broad range of opportunities such as book and editorial designer, graphic designer, web designer, digital artist, and flash designer.

## Questions?

### Contact

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

- **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

### Admission Requirements

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;

**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. A student should complete the program within two years of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form. 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 *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.

## CURRICULUM

### 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 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
- CPS 146 Database Fundamentals
- FIN 247 Introduction to Digital Photography
- Optional Work term (4 weeks non-credit)

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 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

**Download a printable graduation checklist below:**

- [Communication Design Diploma Checklist](#)



# Web Design Certificate

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## HIGHLIGHTS

### Program at a Glance

*8-month Interactive Media certificate*

**Tuition:** \$2,635 approx + books/supplies

**Where:** Comox Valley

**Starts:** September

- Learn the fundamentals of design, graphics, and animation for web applications.
- Explore a variety of topics including web analytics and usability, digital photography, and communication design.

**Career possibilities:** Graduates qualify for a variety of entry-level employment opportunities such as web designer, front-end web developer, web graphics technician, and flash designer.

### Questions?

### Contact

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

### 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

## Admission Requirements

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;

**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. A student should complete the program within eight months of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form. 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 *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.

## CURRICULUM

### Program Requirements

- IMG 100 Programming for Web Design I
- IMG 102 Computer Graphics
- IMG 105 Communication Design I
- IMG 110 Web Tools I
- IMG 111 Web Tools II
- IMG 112 Typography
- BUS 162 Basic Marketing Principles & Practices
- CPS 146 Database Fundamentals
- 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

**Download a printable graduation checklist below:**

Interactive Media

# Web Development Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year Interactive Media diploma*

**Tuition:** \$2,635 approx per year + books/supplies

**Where:** Comox Valley

**Starts:** September

- Develop skills in web programming, game development, e-commerce, server-driven applications, and large scale web project management.
- Workplace practicums give you professional experience and industry connections.

**Career possibilities:** The diploma program will qualify graduates for a broad range of exciting employment opportunities, from e-commerce site developer and web analytics specialist to web and motion graphics developer and more.

### Questions?

### Contact

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

### 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

## Admission Requirements

1. C in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or equivalent, or English assessment testing;

### 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. A student should complete the program within two years of acceptance.
- **As a part-time student:** This requires the submission of a *Declaration* form. 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 *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.

## CURRICULUM

### Program Requirements

#### Year 1

- IMG 100 Programming for Web Design I
- IMG 102 Computer Graphics I
- IMG 105 Communication Design I
- IMG 110 Web Tools I
- IMG 111 Web Tools II
- IMG 112 Typography
- BUS 162 Basic Marketing Principles & Practices
- CPS 146 Database Fundamentals
- FIN 247 Introduction to Digital Photography

#### Year 2

- IMG 130 Project Management
- 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
- Optional Work term (4 weeks non-credit)

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 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

**Download a printable graduation checklist below:**

- [Web Development Diploma Checklist](#)

# Animal Care Aide Certificate

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## HIGHLIGHTS

### Program at a Glance

*30-week part-time certificate in partnership with Vancouver Island University*

**Tuition:** \$2,060 approx + books included

**Where:** Comox Valley

**Starts:** October

- Develop the practical skills and knowledge needed for employment in veterinary hospitals, animal shelters, and kennels.
- Courses, held part-time in the evening, combine theory, classroom instruction, and field trips on weekends.

**Career possibilities:** Graduates qualify for a variety of entry-level employment opportunities and provide valued support at veterinary hospitals, animal recovery shelters, pet stores, zoos, game farms, kennels, grooming businesses, and large animal farms.

### Questions?

### Contact

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

### 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

### 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 in one of Applications or Principles of Math 11, Introduction to Math 11, A&W 11, Foundations of Math 11, Trades Math 11, Consumer Math 11, or NIC MAT 053; and
4. C in Provincial English 11 or NIC ENG 052; and
5. Placement testing or instructor permission.

## CURRICULUM

### 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

# Early Childhood Care & Education Certificate

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## HIGHLIGHTS

### Program at a Glance

*10-month certificate*

**Tuition:** \$2,930 approx +  
[books/supplies](#)

**Where:** Comox Valley, Port Alberni

**Starts:** September

- Take the first step towards becoming a licensed early childhood educator.
- Approved by the [Early Childhood Educator Registry](#).
- Work with children ages 3 to 5 years in a wide range of child care settings.
- Practicums give you first-hand experience and training working with children.

**Career possibilities:** Employment opportunities may include positions such as children's programming staff, preschool teachers, Strong Start teacher, or child care worker.

### Questions?

### Contact

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

### 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.

## ADMISSION

### Before Classes Begin

Once accepted to the program but before classes begin, you will be required to submit a portfolio containing the following information:

1. Submit a Criminal Records Check form, which will be sent to you by Admissions once you have been offered a seat in the program.
2. Sign and submit the Requisite Skills and Abilities (RSA) document, which will be sent to you by Admissions once you have been offered a seat in the program. The RSA document describes the requirements for practice in early childhood care and education; prospective students need to review these and decide whether they believe that they are able to meet them. Should you have concerns about being able to meet the RSAs, please contact the ECCE department chair.
3. Completed Personal Immunization form
4. Two personal letters of reference
5. 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.
6. Mandatory attendance at the June information session
7. FAC 010 Child Care First Aid (or equivalent)

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](#)

### 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
- Maintain appropriate energy levels and good physical health
- Develop capacity to maintain own mental stability
- Problem solve to develop own professional development

## CURRICULUM

### Program Requirements

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

### Completion Requirements

1. Attendance is required in all courses. Students who miss more than 10% of a course may be asked to repeat the course for credit.
2. To complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.
3. Students are required to adhere to the *Code of Ethics of the Early Childhood Educators of British Columbia*. Failure to adhere to these principles may result in the student being required to leave the program.

# Early Childhood Care & Education Diploma

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## HIGHLIGHTS

### Program at a Glance

*Diploma completed part-time over 3 years, post Early Childhood Care & Education certificate*

### 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

**Tuition:** \$2,725 approx + books/supplies

**Where:** Campbell River, Comox Valley, Port Alberni, Port Hardy

**Starts:** Continuous entry

- Build on the Early Childhood Care & Education certificate and advance further in your field.
- Specialize for work with special needs children, toddlers and infants, or both.
- Earn transfer credit towards child and youth care degree programs.

**Career possibilities:** The diploma program will prepare you for a greater range of career opportunities in the field, such as working in a child care facility with children under 36 months, working as a special needs support worker, as an administrator of a child care facility or as a child care centre owner.

### Questions?

### Contact

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

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.

## **ADMISSION**

### **Before Classes Begin**

Once accepted to the program and before beginning their practice experience, you will be required to prepare a portfolio containing:

1. Submit a Criminal Record Check form, which will be sent to you by Admissions once you have been offered a seat in the program.
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**

1. Completion of an Early Childhood Care & Education certificate program

### **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

## CURRICULUM

### Program Requirements

#### Core Courses

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

#### Infants & Toddlers Diploma

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

#### Special Needs Diploma

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

The above courses will require minimum of 10 students registration.

### Completion Requirements

1. Attendance is required in all courses. Students that miss more than 10% of a class may be asked to repeat the course for credit.
2. To successfully complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.
3. Students are required to adhere to the *Code of Ethics of the Early Childhood Educators of British Columbia*. Failure to adhere to these principles may result in the student being required to leave the program.

## Exercise and Wellness Certificate

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### HIGHLIGHTS

#### Program at a Glance

*8-month certificate*

**Tuition:** [\\$4,965 approx + books/supplies](#)

**Where:** Comox Valley

**Starts:** September, 2012

- Keep moving. Explore the great outdoors and go Nordic skiing, snowshoeing,

#### Why Choose North Island College?

- **Stay home, save money.** Students in NIC's certificate program take the same courses, and get the same educational experiences in their first year of study as Victoria-area students while paying less rent and fewer living expenses.
- **Your health matters.** Learn to assess your own health practices as you examine your personal fitness, identify barriers and create opportunities to optimize your well-being and promote change in others.
- **Hands-on, active learning.** At NIC, classroom experiences include exercise at school and in the community. Field trips

kayaking, sailing, stand-up paddling, hiking, climbing, and more as you earn your certificate.

- Graduates transfer directly into the second year of the Exercise and Wellness diploma at Camosun College, where you'll complete a mandatory work term and gain valuable contacts and work experience.
- Follow your passion for exercise and health in the Comox Valley and take the first step toward your fitness-related career.

**Career possibilities:** Work toward a career as a personal trainer, fitness leader, instructor, or wellness specialist at recreation centres, seniors' facilities, and private fitness centres and studios across Vancouver Island. Or, keep learning, and train for a career in coaching, athletic therapy, exercise physiology, education, occupational therapy, physiotherapy, or other health-related disciplines.

### Questions?

### Contact

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

could take you kayaking, sailing, stand-up paddling, skiing, snowshoeing, hiking, or climbing.

- **Care for your community.** Participate in field trips to organizations and community groups. Find out how exercise and wellness programs benefit all age groups in your community and see the positive change an exercise and wellness career can bring.
- **Exercise is a science.** Combine experiential learning with the science of exercise. Investigate how the body moves with labs in human anatomy, physiology, and biomechanics.
- **A perfect place to learn.** NIC's Comox Valley campus is close to some of the best skiing, sailing, kayaking, and mountain trails Vancouver Island has to offer.
- **Stay connected.** Study in the Comox Valley and keep your connections to teams, trails, friends, and employers while you train for a new career.

## Program Highlights

Explore your passion for exercise, health, and physical fitness with NIC's new Exercise and Wellness program.

A first in the Comox Valley, this eight-month program is designed to let you learn more about fitness and health, by doing more.

You'll investigate the science of movement in biology labs, and learn about muscle movement, cardiovascular fitness and injury prevention on field trips to the Valley's best outdoor trails and recreation facilities. Classes encourage you to be active and exercise while you gain knowledge of sport, fitness, and health to last a lifetime, as well as the leadership skills the industry demands.

You'll also examine exercise and health programs for seniors, children, and a variety of cultures and interest groups, allowing you to assess programs and learn to care for your community through exercise and health.

Whether you want to be a fitness leader, physical education teacher, athletic therapist, or just want to explore what it's like to work as recreation professional, this program increases your skills and education, while putting you on a path to an exciting career in education, physiotherapy, medicine, or other health-related fields.

On completion, students can challenge the BC Recreation and Parks Association fitness theory exam and gain some of the pre-requisites needed to become a certified personal trainer through the Canadian Society for Exercise Physiology. Certificate graduates can also transfer directly to Camosun College's Exercise and Wellness diploma, which leads to bachelor degrees in Athletic and Exercise Therapy, or Sport and Exercise Education at Camosun College. Or, take your diploma further, and enter the Bachelor of Education degree at Vancouver Island University.

Students may also be interested in NIC's [Kinesiology Transfer](#) program, a one-year, transfer plan, designed to meet the general academic first-year course requirements for transfer to the Bachelor of Science in Kinesiology at the University of Victoria and other post-secondary institutions across BC.

## **Career Opportunities**

Prepare for a career as a personal trainer, group fitness leader, wellness consultant, or fitness coach in private, corporate, and public recreation facilities. Certificate graduates can challenge the BC Recreation and Parks Association theory exam, part of the credentials needed to become a fitness leader. Together with short practical courses in the specialty of their choice, this gives graduates the insurance and credentials needed to provide fitness classes at municipal facilities across BC.

Graduates who continue with a two-year diploma or four-year degree gain knowledge, skills, and training which can be directly applied to many health-related fields. With additional training, many students also move into medical and professional schools including physical or occupational therapy; and research-based M.Sc. and PhD degrees in such areas as kinesiology, physiology, neuroscience, biotechnology, pharmacology, chronic disease, and nutrition.

## **Program Participation Requirements**

- Optimal level of fitness throughout the duration of the program;
- Submission of a lifestyle questionnaire and health related fitness assessment that will identify the student's current level of fitness and will support his/her future development. The questionnaire will provide individual baseline data and assessments will assist in the measurement of the student's progress over the program;
- CPR (Health Care Practitioner) and Emergency First Aid certifications are mandatory for enrolment in the "practical" component of the program.
- The program may also require field based instruction in a variety of environmental conditions.

Please Note: Students will be responsible for arranging their own travel to and from field trips. Equipment for activities will be available, however students should have access to appropriate outdoor (hiking, skiing) and water sport activity clothing and footwear.

## **Transfer Credit**

Students completing the Exercise & Wellness Certificate program at NIC will be able to transfer directly into year 2 of the Exercise & Wellness Diploma program at Camosun College (Victoria, BC). Courses may be eligible for transfer to other post-secondary institutions on a course to course basis.

## **ADMISSION**

### **Admission Requirements**

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098; or equivalent; or assessment; and
2. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-calculus 11, Applications of Math 12, A&W 12, or NIC MAT 053; or equivalent; or assessment; and
3. C+ in Biology 12 (Human Biology) or NIC BIO 060; and
4. C+ in Chemistry 11 or NIC CHE 051; and
5. B in Physical Education 11 or Departmental assessment.

## **To Be Successful**

This program combines academic knowledge with first-hand learning and, as a student in the program, you should be physically prepared to participate in exercise and sports on a daily basis. You will be required to fill out a Physical Activity Readiness Questionnaire and complete a fitness assessment in September, when the program begins. If you have known physical limitations, health problems, or injuries talk to an advisor before registering.

## **CURRICULUM**

### **Program Requirements**

- ENG 115 Essay Writing & Critical Analysis **OR**  
ENG 117 Academic Writing
- BIO 160 Human Anatomy & Physiology I
- BIO 161 Human Anatomy & Physiology II
- EXW 110 Fitness for Life
- EXW 120 Lifetime Sports 1
- EXW 121 Lifetime Sports 2
- EXW 130 Life Cycle Fitness
- EXW 140 Health in Today's World
- EXW 150 Biomechanics of Sport
- PSY 110 Sport & Exercise Psychology



# Educational Assistant / Community Support Certificate

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## HIGHLIGHTS

### Program at a Glance

*10-month Human Services certificate*

**Tuition:** [\\$2,985 approx + books/supplies](#)

**Where:** Comox Valley

**Starts:** September

- Increase employment opportunities with a certificate designed to support two career paths.
- Learn the skills required for a career in assistance, either in educational settings or the field of human services.
- Gain first-hand experience and employment contacts through work place practicums.
- Develop enhanced communication skills, conflict resolution, and greater self-awareness.

**Career possibilities:** Graduates are prepared for valuable careers in community outreach and other human service agencies. They are also prepared for positions as education assistants, working under the direction of teachers to provide classroom support.

### Questions?

### Contact

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

### 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.

## **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 contact Student Services for more information.

## **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 going 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.

## **ADMISSION**

### **Before Classes Begin**

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

- Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session.
- Hold a Standard First Aid Certification with CPR Level C
- Submit a Criminal Record check permission form, which will be sent to you by Admissions once you are offered a seat in the program.

**Note:** 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
2. Completed [Human Services Intake Package](#)
3. Completed resume including all employment, volunteer, and educational experience

### **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 encouraged to review this document and decide if they are able to meet the standards outlined. Students who have concerns about meeting program expectations are encouraged to speak with a Human Services faculty member or college counselor.

- 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.
- Students must complete a Non Violent Crisis Intervention Workshop offered during the program.

## **CURRICULUM**

### **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

# Indigenous Focus Certificate

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## HIGHLIGHTS

### Program at a Glance

*10-month full-time, or 20-month part-time Human Services certificate*

**Tuition:** \$3,250 approx + books/supplies

**Where:** Port Alberni

**Starts:** September

- As specialized education assistants or community support workers, graduates bring unique skills and training to the workplace and help mediate Aboriginal cultural and curricular content.
- Gain the skills needed to work in schools, outreach programs, and community support agencies. Develop enhanced communication skills, conflict resolution, and greater self-awareness.
- Designed for both Aboriginal and non-Aboriginal learners.

**Career possibilities:** Graduates are prepared for invaluable careers as support workers in group homes, employment agencies, First Nations community organizations, and other human service agencies. They are also prepared for positions as education assistants, working under the direction of teachers and providing classroom support.

### Questions?

### Contact

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

### 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.

## **Work 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.

## **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 contact Student Services for more information.

## 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.

## ADMISSION

### Before Classes Begin

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

- Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session.
- Hold a current Standard First Aid certification with CPR Level C.
- Submit a Criminal Record Check permission form, which will be sent to you by Admissions once you have been offered a seat in the program.

**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 125 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
2. Completed [Human Services Intake Package](#)
3. Completed resume including all employment, volunteer, and educational experience
4. Interview with a Human Services instructor

## **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 encouraged to review this document and decide if they are able to meet the standards outlined. Students who have concerns about meeting program expectations are encouraged to speak with a Human Services faculty member or college counselor.
- 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.
- Students must complete a Non Violent Crisis Intervention Workshop offered during the program.

## **CURRICULUM**

### **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



# Human Services Diploma

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## HIGHLIGHTS

### Program at a Glance

*1-year diploma, post Education Assistant/Community Support certificate*

**Tuition:** \$3,075 approx + books/supplies

**Where:** Comox Valley

**Starts:** September

- Focus your studies for work in community support, education assistance, social services, or behaviour interventionism.
- Workplace practicums expand your professional experience.
- Earn transfer credit towards social work or child and youth care degree programs throughout BC.

**Career possibilities:** The diploma program prepares graduates for a wider range of employment opportunities in the field, which could include positions such as community support worker, mental health and addictions positions, family support worker, and education assistant.

### Questions?

### Contact

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

### Why Choose North Island College?

- **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.
- **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.

### 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, social services, or behaviour interventionism. A variety of employment options exist in human service agencies depending on the courses chosen and final practicum focus.

The diploma provides opportunities to enhance 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), social services (SSW) courses.

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 human services 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. Those who choose a practicum focusing on Behaviour Interventionism will conduct a placement in a setting where they will gain exposure to this developing area of practice. 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.

## ADMISSION

### Before Classes Begin

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

- Continued Certification in Standard First Aid with CPR Level C throughout the program
- Submit a Criminal Record Check permission form, which will be sent to you by Admissions once you are offered a seat in the program. Please note: A criminal record checks are valid for five years; previous NIC students may not need to resubmit this form.

### 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.

### 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 that 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 are encouraged to review this document and decide if they are able to meet the

standards outlined. Students who have concerns about meeting program expectations are encouraged to speak with a Human Services faculty member or college counselor.

- Students must receive a C or better in all classes in order to be promoted to the next term.

## **CURRICULUM**

### **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 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level HSW courses

**Plus** 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

# HIGHLIGHTS

## Program at a Glance

*two-year diploma*

**Tuition:** [\\$2,832.50 approx per year \(averaged\) + books/supplies](#)

**Where:** Comox Valley

**Starts:** September

- Specialize for work in the field of social services.
- Earn transfer credit towards social work or child and youth care degree programs throughout BC.
- See also the one-year [Social Work transfer plan](#) for more degree pathways

**Career possibilities:** Graduates work with individuals who are accessing services from a variety of agencies which provide assistance in areas such as financial assistance, advocacy, parenting, employment, or life-skill acquisition, family violence, youth justice, mental health, substance abuse, and other community based programs. Career options are as varied as the needs of the people you support.

## Questions?

## Contact

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

## Why Choose North Island College?

- **Study abroad.** With sufficient demand, Social 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 Social 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.

Note: The Human Services Department is continually examining possibilities and emerging areas of practice for new course offerings to be offered rotationally within the second year.

## **Work 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.

## **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 contact Student Services for more information.

## **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.

## **ADMISSION**

### **Before Classes Begin**

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

- Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session.
- Hold a current Standard First Aid certification with CPR Level C. It is the responsibility of the student to ensure that they hold valid certification before the start of the SSW 250 practicum.
- Submit a Criminal Record Check permission form, which will be sent to you by Admissions once you are offered a seat in the program.

Note: Social 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
2. Completed [Social Services Intake Package](#)
3. Completed resume including all employment, volunteer, and educational experience

## 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 encouraged to review this document and decide if they are able to meet the standards outlined. Students who have concerns about meeting program expectations are encouraged to speak with a Human Services faculty member or college counselor.
- 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.
- Students must complete a Non Violent Crisis Intervention Workshop offered during the program

## CURRICULUM

### Program Requirements

#### Term 1

- ENG 115 Essay Writing and Critical Analysis or ENG 125 Composition and Indigenous Literature I
- SSW 120 Foundations of Social Service 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 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, other 200 level SSW courses

**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

# Bachelor of Science in Nursing Degree

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## HIGHLIGHTS

### Program at a Glance

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

**Tuition:** \$3,392.50 approx per  
year (averaged) + books/supplies

**Where:** Comox Valley

**Starts:** September

- Develop professional nursing skills and abilities through extensive and varied community practice opportunities.
- Learn from highly experienced, qualified instructors using the latest health care tools and technologies.
- Graduates are prepared to write the Canadian Registered Nurse Examination and qualified to pursue graduate studies.

**Career possibilities:** Graduates are well-prepared to provide direct care as well as care coordination in a team environment to patients in urban and rural settings in areas such as hospitals, long-term care facilities, research institutes, correctional facilities, schools, workplaces, and community health agencies.

### Questions?

### Contact

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

### 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 ten 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, Okanagan College, 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, such as community agencies, child care centres, and seniors' centres, where they can begin to use their nursing knowledge and practice interpersonal skills with healthy people. The focus of this practice experience 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 such as illness, poverty, illiteracy, loss and grief. Students practice experiences are 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 Blackboard learning platform format and students access course materials through Blackboard.

## **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!

## **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 department co-chairs or academic advisors for further information.

## **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.

## 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.

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 - Introductory Microbiology
- CRM 131 - Introduction to the Criminal Justice System
- CRM 135 - Introduction to the Canadian Law & Legal Institutions
- ESJ 100 - Equity & Social Justice in Contemporary Canada
- ESJ 101 - Global Changes to, and Movements for, Social Justice
- HIS 112 - Canadian History: 1867 - Present
- HIS 250 - History of Women in Canada, 1600-1920

- HIS 251 - History of Women in Canada, 1920-Present
- PHI 150 - Critical Thinking
- PHI 230 - Contemporary Moral Issues
- PSY 130 - Introductory Psychology I
- PSY 131 - Introductory Psychology II
- SOC 110 - Introduction to Sociology I
- SOC 111 - Introduction to Sociology II
- SOC 130 - First Nations Sociology
- SOC 212 - Issues in Canadian Society
- WST 100 - Global Perspectives on Women
- WST 101 - Issues in Women's Health
- WST 110 - First Nations Women's Studies
- WST 260 - Empowered Caring & Feminist Practice

## ADMISSION

### 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 you by admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit. This form must be presented to the BSN program support assistant on the first day of classes. **Note:** If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.
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 you 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:

1. Grade 12 or equivalent (completing all the prerequisites below is considered by NIC BSN program as Grade 12 equivalent)
2. C+ in Biology 12 or NIC BIO 060, or equivalent\*.
3. C+ in Chemistry 11 or NIC CHE 051, or equivalent\*.
4. C+ in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or an English assessment.
5. C+ in Principles of Math 11, Applications of Math 12, NIC MAT 053 or a Math assessment. 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.

\*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 pursue 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:

1. Transcripts from LPN program and other educational institution attended.
2. Current registration or eligibility for registration as a LPN in British Columbia.  
**Note:** Students must have a valid license with the CLPNBC at the time of program commencement.
3. C+ in Chemistry 11, or NIC CHE 051, or equivalent\*.
4. C+ in Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or an English assessment.
5. C+ in Principles of Math 11, Applications of Math 12, NIC MAT 053 or a Math assessment.
6. 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.

### **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:

1. Submit transcripts from Diploma School of Nursing and other educational institution attended.
2. Submit verification of nursing registration status from CRNBC.
3. Complete NUR 345 at the University of Victoria or Thompson

Rivers University Open Learning.

4. See the BSN Program Academic Advisor re: program planning.

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

1. 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.

### **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%.

## **CURRICULUM**

# **Program Requirements**

## **Program Structure**

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

### **NIC Term 1: September - December**

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

**Total credits = 19.5**

### **NIC Term 2: January - April**

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

**Total credits = 18**

### **NIC Spring Term: May**

- NUR 175 Consolidated Practice Experience I

**Total credits = 6**

### **NIC Term 3: September - December**

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

**Total credits = 18**

### **NIC Term 4: 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**

1. In order to receive credit for courses required for the CAEN-BSN program, the nursing student must achieve a minimum of 60% in each course (including electives), maintain a cumulative grade point average of 2.33 (65%) each semester, and pass each nursing practicum. Practice experiences within the curriculum are a vital part of learning. Attendance is required in all practice courses. Students that miss more than 10% of a practice experience may be asked to repeat the practice courses.
2. A student who fails a required biology course will usually have to withdraw from the program until the course is passed. If a student subsequently passes the course, the student may re-enter the program. A student who fails a required nursing course will have to withdraw from the program and may apply to re-enter the program at a subsequent offering in the same term as the failure occurred. When a failure occurs in either a biology or a nursing course and a student is planning to

re-enter the program it is recommended that they place their names on the waitlist as soon as possible. Re-entering the program is dependent on an available seat and at the discretion of the nursing department. If in repeating a nursing 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.

3. 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.

4. The CAEN-BSN program at North Island College and its partner sites must normally be completed within seven years from original entry to the program for Option A, and within six years for Option B.
5. **Option B:** students must maintain active CRNBC registration.

## First Aid & CPR Training

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### HIGHLIGHTS

#### Program at a Glance

*WorkSafeBC approved education and training*

**Tuition:** [Varies by course. Call 1-800-715-0914 for details.](#)

**Where:** College Wide

#### 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.

**Starts:** Monthly

- Increase your qualifications and job opportunities with first aid certification.
- Research shows that first aid training reduces your risk of personal and workplace injury by 40-45%.
- Choose from over 30 courses, including Occupational First Aid Levels 1, 2 & 3, CPR Level C, Marine, H2S Alive, and more.

### **Questions?**

### **Contact**

Susan Murray  
First Aid Programs  
(250) 334-5092  
[susan.murray@nic.bc.ca](mailto:susan.murray@nic.bc.ca)

## **Which Course is Right for You?**

### **Workplace First Aid**

If you require a first aid course that meets WorkSafeBC (WSBC) requirements, please refer to the Health and Safety Regulations (Part 3) available at the 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 WSBC 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 WSBC 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 are listed as FAC courses and CPR courses are listed as HRT courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC health and human services programs and marine training will be listed as FAC courses.

### **General Interest**

If you are looking for a course to take for your own general interest and knowledge, a basic first aid course with CPR such as FAC 021 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 011 may meet your needs. If you like to hike, fish, mountain bike, or hunt, consider a wilderness first aid training course such as FAC 030.

### **BC Ambulance Level**

If you are interested in working with the British Columbia Ambulance Service, or would like a higher level of training than OFA Level 3, we offer AET 020 Emergency Medical Responder.

### **Still not sure?**

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**

### **Admission Requirements**

1. 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

## Browse Schedule & Costs

First Aid and CPR training courses are offered year-round in Ucluelet, Port Alberni, the Comox Valley, Campbell River, Gold River, and Port Hardy. To browse upcoming courses and schedules, visit the [Continuing Education Course Search](#), and select any month in the left navigation to view.

## 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 070 Skills of Survival – Level 1
- FAC 071 Skills of Survival – Level 2
- FAC 082 Marine Basic First Aid With CPR C
- FAC 084 Marine Advanced First Aid & CPR
- HRT 010 Heartsaver (CPR Level A)
- HRT 011 CPR Level C with AED
- HRT 015 Health Care Provider (CPR Level HCP)
- HRT 017 CPR Level C and Health Care Provider - Recertification
- HRT 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

# Health Care Assistant Certificate

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## HIGHLIGHTS

### Program at a Glance

*27-week certificate in the Comox Valley; 38-week certificate in Port Alberni*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Comox Valley, Port Alberni

**Starts:** August and January in the Comox Valley; September in Port Alberni

- Prepare for employment in a growing sector of health care
- Contribute to the wellness of the older adult population
- Experience the rewards of working in a caring profession

**Career possibilities:** Graduates are qualified to work as frontline care providers in a variety of settings, including adult day programs, multi-level residential care facilities, home support agencies, assisted living, or group homes.

### Questions?

### Contact

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

### 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 community home support services that are designed to meet the health needs of older adults. In the complex care practice component, students work in 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.

### Career Opportunities

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

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

## **ADMISSION**

### **Before Classes Begin**

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

1. Hold a Current Standard First Aid Certification (FAC 021 )
2. Hold a Health Care Provider CPR certificate (HRT-015)
3. Submit a Criminal Record Check form, which will be sent to you by Admissions once you are offered a seat in the program.
4. Submit a completed immunization form, which will be sent to you by Admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit and must be presented to the Health Care Assistant program faculty on the first day of classes. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be

submitted.

5. Hold a Food Safe Level 1 certificate (TFS 010)
6. Complete a Workplace Hazardous Material Information System (WHMIS) course (OFA-001).

Students must provide proof of completion of the above to the Health Care Assistant faculty 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](#). Carefully read the Health and Program Information Bulletins. Prospective students must review these bulletins and decide whether they believe the HCA program is suited to them. Prospective students who have questions or concerns should contact an Educational Advisor.

## To Be Successful

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

- **Basic computer literacy.** In the classroom, students will be expected to use computer skills, and in the practice setting, students may use electronic documentation. Students are expected to have the following:
  - An email address
  - Access to the internet
  - The ability to navigate the internet and access online resources the ability to create word documents,
  - The ability to attach word documents to emails, and submit assignments via email.
- 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.
- 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.
- 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.
- Demonstrate strong interpersonal communication skills in various contexts with clients, instructor, staff and student peers.
- An ability to work independently and as a member of a health care team and establish effective working relationships with student colleagues.
- The capacity to maintain their own mental, emotional, physical, and spiritual well-being while working in a rewarding but often



stressful working environment.

- 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.

## CURRICULUM

### Program Requirements

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

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

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

### Completion Requirements

1. The HCA certificate must be completed within 2 years of admission to the program.
2. To successfully complete the program, students must maintain an 80% average or better.
3. Successful completion of the appropriate HCA theory courses is required to progress into the practice experience.

# Hospital Unit Clerk Certificate

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## HIGHLIGHTS

### Program at a Glance

*8-month certificate*

**Tuition:** [\\$4,060 approx + books/supplies](#)

**Where:** Campbell River

**Starts:** October

- Develop the practical skills and knowledge needed as a unit clerk, from medical terminology and transcription to hospital organization and administrative support.

### 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.



- Workplace practicums give you first-hand experience and applied training in the field.

**Career possibilities:** Hospital unit clerks play a vital role in managing the information flow in hospital nursing units, providing administrative support and services. Employment opportunities exist throughout the health care industry, from hospitals to medical offices and care facilities.

### Questions?

### Contact

Karen McComber  
250-334-5000 ext 4601  
kmccomber@nic.bc.ca

## 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.

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.

## ADMISSION

### Before Classes Begin

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

1. Submit a Criminal Record Check permission form, which will be sent to you by Admissions.
2. Complete the Immunization form. Please note that this form must be validated by a public health nurse at your local health unit and must be submitted on the first day of class. The test must indicate Rubella IgG reactive and Varicella immune status.

### 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.

## 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.
- You must maintain 75% or better in each course to continue and to complete the program.

## CURRICULUM

### Program Requirements

- HUC 100 Hospital Unit Clerk Overview (15 hours)
- HUC 101 Anatomy, Physiology & Medical Terminology (60 hours)
- HUC 103 Introduction to Pharmacology (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

- Students must achieve a grade of 75% or better in each course; maintain a cumulative grade point average of 3.0 (75%); and pass the practicum course.

# Pharmacy Transfer

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## HIGHLIGHTS

### Program at a Glance

*1-year University Studies program*

### Why Choose North Island College?

- **Freedom to follow your interests.** Transfer plans offer direction and flexibility, allowing you to concentrate your studies

## *transfer plan*

**Tuition:** [\\$2,635 approx + books/supplies](#)

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

**Starts:** September, January

- Start your degree at North Island College with a full year of courses that transfer to institutions province-wide
- Choose from a wide range of course subjects, from biology, chemistry and English to mathematics, psychology and much much more
- Request a custom transfer plan for any degree program or university of choice

**Transfer possibilities:** The Pharmacy transfer plan is designed to meet the first-year course requirements for degree programs offered at universities throughout BC, including the Bachelor of Science in Pharmacy program at University of British Columbia (UBC).

## **Questions?**

## **Contact**

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

for a specific degree or explore your interests and keep your options open.

- **In good company.** Classes at NIC feel more like interactive work groups, where everyone has a chance to contribute their opinions and ideas. And, you'll get to know instructors and classmates well.
- **Same degree, save \$10,000.** NIC transfer students will spend approx \$10,000 less for their first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

## **What is a transfer plan?**

A transfer plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university of choice. Our Student Advisors can develop a transfer plan with you from NIC to just about anywhere.

The Pharmacy transfer plan is designed to meet the general first-year course requirements for the Bachelor of Science in Pharmacy program at the University of British Columbia and can be customized for transfer to other programs province-wide.

Transfer plans offer a great deal of flexibility. Students can choose their preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of their receiving institution.

To qualify as a transfer student, many universities require a minimum of 8 courses (24 credits) and a specific grade point average. The Pharmacy Prep study plan usually outlines 30 course credits, which may be taken on a full- or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Ask your Student Advisor about the transfer benefits of completing a 2-year Associate of Science degree.

## **ADMISSION**

### **Admission Requirements**

1. Complete and submit the [NIC Application for Admission](#) form, writing University Studies as the program name.
2. There are no formal admission requirements for the University Studies. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.
3. Recommended courses include: English 12 with a C or better, Biology 12 with a C or better, Chemistry 12 with a C+ or better, Physics 12 with a C+ or better, and Math 12 (Principles 12 or Pre-Calculus 12) with a C+ or better.

### **To Be Successful**

- Your first and most important step as a university transfer 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.

- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with a Student Advisor to make sure you're registered in the best courses to reach your goals.
- Use the BC Transfer Guide online to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require 8 courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## COURSES

The following list is a sample transfer plan that fulfills many of the general first-year course requirements for the Bachelor of Science in Pharmacy program at the University of British Columbia. Other course combinations are also possible. Our Student Advisors will work with you to personalize this plan to ensure that it meets your goals and the ongoing changes in university transfer agreements.

### Sample Transfer Plan

- ENG 115 Essay Writing and Critical Analysis **OR**  
ENG 117 Academic Writing
- ENG 120 Introduction to Literature: Short Stories and the Novel
- MAT 181 Calculus I
- MAT 182 Calculus II
- BIO 102 Principles of Modern Biology I
- BIO 103 Principles of Modern Biology II
- CHE 110 Chemical Principles I
- CHE 111 Chemical Principles II
- PHY 120 Principles of Physics I
- Other transferable 100-level course in your area(s) of interest. This may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

**Important:** Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the BC Transfer Guide online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

## Practical Nursing Diploma

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# HIGHLIGHTS

## Program at a Glance

*New diploma replacing the  
Practical Nursing certificate*

**Tuition:** \$4,667.50 approx per  
year (averaged) + books/supplies

**Where:** Campbell River, Port  
Alberni

**Starts:** October (2012 in CR,  
2013 in PA). BIO-159 prerequisite  
starts September.

- Achieve the professional practice requirements to become a licensed practical nurse (LPN) in BC.
- New, expanded curriculum will give you the latest knowledge and skills needed for entry level practical nursing practice.
- Learn to provide quality client care and succeed in today's fast-paced health care industry.

**Career possibilities:** Graduates are eligible to write the Canadian Practical Nurse Registration exam and become LPNs in acute care, residential/complex care and community settings.

## Questions?

### Contact

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

## 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

Under a new 2011 provincial curriculum, the Practical Nursing diploma prepares graduates to deliver nursing care that meets the practice standards and entry level competencies of the [College of LPNs of BC \(CLPNBC\)](#). The program emphasizes the concepts of caring, holism, nursing collaboration, self-reflection, lifespan, leadership, and safety as well as diversity and Aboriginal health.

The curriculum is divided into four levels:

1. **Foundations and development of nursing practice.**  
Level one provides the foundation for the development of nursing practice and introduces the learner to the healthy adult.
2. **Adult with chronic illness in various settings.**  
Level two explores the older adult and concepts related to ageing and chronic illness in various settings.
3. **Community health; mental health, maternal and child health.**  
Level three examines a continuum of care in community care and applies concepts from level one, two, and three in the management of stable clients across the lifespan.
4. **Medical/surgical nursing practice in acute care.**  
Level four integrates knowledge from previous levels and examines concepts related to the care of the client with acute presentation or exacerbation of chronic illness.

The Practical Nursing diploma is held over 24 months (four semesters), and classes may be scheduled during the day, in the evening, and on weekends. Students begin in September with BIO-159 Human Anatomy & Physiology, a four-week course and program admission requirement. Upon successful completion,

students then continue into the Practical Nursing program curriculum in October.

During the program, students participate in a range of activities, working with each other and with the instructor to master essential skills. Through concept-based, case-based, skill-based, and integrated learning experiences, students achieve a strong sense of professionalism. The classroom emulates the workplace, where students learn skills, behaviours, and attitudes that will carry them effectively into the workforce. Students are guided by NIC policies as well as the Code of Ethics and Standards of Practice of the College of Licensed Practical Nurses of BC (CLPNBC).

Each of the four levels ends in a consolidated practice experience. At the end of the acute care practice experience, students work through a 30-hour course that prepares them for the transition to their final practice experience or preceptorship. Students will then complete a final preceptorship, which is approximately six weeks, or 180 hours, in length. During this experience, students are partnered with LPNs and consolidate their learning as they gradually assume 100% of the LPN's workload.

Successful graduates will be effective, responsible practitioners who use critical thinking and a holistic, client-centered approach to plan and implement care for their clients; moreover, they will possess the communication and leadership skills needed to be a collaborative member of their health care team.

## **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 and assume a leadership role in residential care facilities. The complexity of client care is increasing for all nurses and there are many post-basic educational opportunities for LPNs. There continues to be a strong demand for LPNs in the province.

## **Important Practice Placement Information**

Student practice experiences in health agencies are essential to the Practical Nursing program. 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.

## **ADMISSION**

### **Before Classes Begin**

1. Submit a Criminal Record Check permission form so that the college can get your criminal record check done. This form will be sent to you when you are offered a seat in the program.
2. Hold a current CPR Health Care provider (HRT-015) certificate or equivalent and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the faculty on the first day of classes. It is the responsibility of the students to maintain their CPR Level HCP certification throughout the program.
3. Submit a completed immunization form. This immunization form should be validated by the public health nurse at your local health unit. This form must be presented to the faculty on the first day of class.
4. Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career as a Licensed Practical nurse. The admissions department will send you an invitation with details regarding the date and time of the information session.
5. Some prospective students may be required to have an interview at the discretion of the department chair or designate.

### **Admission Requirements**

1. Grade 12 graduation or equivalent.
2. Minimum C+ in Provincial English 12, NIC ENG 060, ENG 098, or equivalent, or a B+ in Technical Communications 12, or successful assessment testing.
3. Minimum C in Principles of Math 11, or Foundations 11, or Pre-calculus 11, or Applications of Math 12, or A&W 12, or NIC MAT 053, or successful assessment testing.
4. Minimum C in Biology 12 (Human Biology), or NIC BIO 060, or equivalent completed within 10 years.
5. \*Student must also complete BIO 159 Human Anatomy and Physiology for Practical Nursing or equivalent with a C+ or better prior to beginning the full time program.  
\*Students meeting all requirements with the exception of BIO 159 may be conditionally invited to the program prior to registering in BIO 159. Students will however be required to successfully complete BIO 159 prior to starting the full time program.
6. A completed [Practical Nursing Intake Package](#). Carefully read the Health and Program Information Bulletins. Prospective students must review these bulletins and decide whether they believe the PN program is suited to them. Prospective students who have questions or concerns should contact an

Educational Advisor.

Applicants with English as an additional language must meet the language requirement set by CLPNBC and be successful in one of the following:

- Test of English as a Foreign Language (TOEFL) and Test of Spoken English (TSE) Minimum paper based score of 550 and TSE overall comprehensibility score of 50.
- International English Language Testing System (IELTS)- Academic Version Minimum scores: Overall Band Score: 7.5, Speaking: 7.5, Listening: 8.0, Reading: 7.0, Writing: 7.5
- Canadian English Language Benchmarks Assessment for Nurses (CELBAN) Minimum scores: Speaking: 8.0, Listening: 10, Reading: 8, Writing: 7
- Successful completion of Michigan English Language Assessment Battery (MELAB) with the following scores: Composition, Listening, Grammar/Reading: 83, Speaking: 3

## 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.

## **CURRICULUM**

### **Program Requirements**

#### **Level I**

- PNS 111 Professional Practice I
- PNS 112 Health Promotion I
- PNS 113 Variations in Health I
- PNS 114 Professional Communications I
- PNS 115 Pharmacology I
- PNS 116 Integrated Nursing Practice I
- PNS 117 Consolidated Practice Experience I

#### **Level II**

- PNS 121 Professional Practice II
- PNS 122 Health Promotion II
- PNS 123 Variations in Health II
- PNS 124 Professional Communications II
- PNS 125 Pharmacology II
- PNS 126 Integrated Nursing Practice II
- PNS 127 Consolidated Practice Experience II

#### **Level III**

- PNS 231 Professional Practice III
- PNS 232 Health Promotion III
- PNS 233 Variations in Health III
- PNS 234 Professional Communications III
- PNS 236 Integrated Nursing Practice III
- PNS 237 Consolidated Practice Experience III

#### **Level IV**

- PNS 241 Professional Practice IV
- PNS 242 Health Promotion IV
- PNS 243 Variations in Health IV
- PNS 244 Professional Communications IV
- PNS 246 Integrated Nursing Practice IV
- PNS 247 Consolidated Practice Experience IV
- PNS 248 Transition to Final Practice Experience
- PNS 249 Final Practice Experience

## Completion Requirements

The Practical Nursing student must achieve a minimum of 60% in each course (except pharmacology)\*, maintain a cumulative grade point average of 65%, and pass each nursing practice experience. Students who miss more than 10% of a practice experience may be asked to repeat the course.

\*In pharmacology courses, students must achieve a 100% average on the math portion and an 80% average on the theory portion.

- It is an expectation of the Practical Nursing program that students demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance, and establishing effective working relationships with student colleagues and faculty.
- Students are required to adhere to the 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.
- 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 and/or skills or written exam prior to being considered for re-admission.
- These regulations are important to the profession to ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.

# Tourism & Hospitality Management Diploma

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## HIGHLIGHTS

### Program at a Glance

*2-year diploma; part-time study options available*

**Tuition:** \$2,900 approx per year (averaged) + books/supplies

**Where:** Campbell River, Comox Valley

**Starts:** September, January

- As one of the world's fastest growing industries, tourism employs over 200,000 people in BC. Demand for qualified graduates is greater than is currently being met, creating a fantastic opportunity for career advancement for talented, motivated, and qualified individuals.
- Take advantage of international study abroad opportunities; whether it's six months with Disneyland in Florida, or a full semester in Hawaii, Utah, or Mexico, you'll earn NIC credits while you gain first-hand knowledge of another culture.
- Graduates can ladder directly into the third year of NIC's Bachelor of Business Administration degree or many other tourism, hospitality, or business degrees across Canada.

**Career Possibilities:** Graduates are employed in all areas of the tourism and hospitality industry, including hotels, ski and golf resorts, restaurants, the travel trade, as well as government and transportation services.

### Questions?

### Contact

Student Services

### Why Choose North Island College?

- **Double your employment opportunities.** Get a diploma in both tourism and hospitality—the only one of its kind in BC. Or, continue your education and know that your NIC training is recognized by many other universities and institutions, and can lead to a business, tourism, or hospitality degree.
- **Business with a tourism edge.** Blend a solid business education with tourism industry knowledge and connections. Study accounting, law, international hotel management, and tourism entrepreneurship while participating in field trips each year to top regional and international destinations.
- **Work at what you love.** Co-operative Education work terms are an integral component of the program and integrate paid, program-related employment with academic study. Whether it is with Fairmont Hotels in Banff or Whistler or closer to home, you'll gain confidence, contacts, and practical knowledge in your chosen career.
- **Specialize your skills.** In your second year, choose one of two options: Explore international hotel management in the hospitality option or study environmental issues with the sustainable tourism option.

### Program Highlights

Unique in BC, NIC's Tourism & Hospitality Management diploma is designed to be fun and flexible, while maximizing your options and opportunities. You'll get a solid business education as well as the practical experience and knowledge necessary to launch a management career in one of the world's fastest growing industries.

The program offers domestic and international field trips, a solid and far-reaching Co-op program, and international exchange opportunities that are fun and effective ways of connecting with the industry and honing your skills while you study.

In your first year, you'll gain a strong foundation in key management functions such as accounting, marketing, human resource management, leadership, and computers, have an opportunity to visit one of Canada's top tourism destinations, and get a practical introduction to restaurants and hotels.

In year two you decide! Choose to specialize in hospitality or sustainable tourism. Or, use your electives for a dual specialty in both tourism and hospitality, to study a foreign language, or prepare yourself for transfer into the third year of a number of tourism, hospitality, or business degree programs across Canada. Choose from:

### Hospitality Option

Train for a career in the hospitality industry and all that it has to offer. Students who choose this option share a common first year with other diploma students but specialize their studies in the second year with courses focused on the hospitality industry. Study international hotel

management and develop the skills needed to understand the complexities of managing international hotel operations, identify global ownership and management models, and learn how different values, attitudes, and beliefs affect employees, clients, and cultures. Courses in food and beverage management, entrepreneurship and special events management will enhance your skills and understanding of this dynamic sector. An international field trip to a top tourism destination provides an opportunity to see what you have learned in action.

### **Sustainable Tourism Option**

Students who choose the sustainable tourism option share a common first year with other diploma students but specialize their studies in the second year with Environmental Issues in the Tourism Industry and Cross Cultural Tourism courses. Get an overview of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. Explore the relationship between tourism, recreation, and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, special events management, and law provide a broader perspective of the industry, and an international field trip gives you a chance to see it all in action.

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 BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring your skills from another industry, or run your own business, NIC can put you on a path to a successful career.

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.

As a graduate of this two-year diploma you will have the confidence and knowledge you need to launch your career in this global industry or continue into year three of a degree program, here at NIC or one of many hospitality, tourism, or business degree programs throughout Canada.

## **Career Opportunities**

Graduates are employed in all areas of the tourism and hospitality industry, including hotels, ski and golf resorts, restaurants, tourism services and the travel trade. Some graduates have chosen to operate their own tourism business, while many others choose to work in small or large tourism organizations on Vancouver Island, Whistler, Vancouver, and elsewhere in Canada. The possibilities are endless.

## **Field Trips**

During each year of the program you will participate in a required field trip as part of your studies. During the first year, you will travel to a major Canadian 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, where you will experience tourism and/or hospitality operations first hand. These are credit courses and lab fees for each will cover the cost of your trip.

## **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. Co-op staff and program instructors work closely with students to determine how the work terms can best fit each student's individual interests and career goals.

## **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, ECO110, BUS260, BUS264, BUS361  
Term 2: ECO111, BUS132, BUS265, BUS362, BUS380
- **Year 4**  
Term 1: BUS217, BUS 267, BUS350, BUS430, BUS450  
Term 2: BUS452, BUS492, PHI260, ENG260, and one elective\*

### **Bachelor of Business Administration Degree, General Management Major**

- **Year 3**  
Term 1: MAT115, ECO110, BUS260, BUS361, BUS290  
Term 2: ECO111, BUS132, BUS265, BUS380, POL203
- **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 BUS150).

Admin note: Bridging courses include MAT115, BUS132, ECO110 and

ECO111. These bridging courses must be taken in year three of the Bachelor of Business Administration degree.

## **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.

## **ADMISSION**

### **Admission Requirements**

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090; or equivalent assessment; and
2. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT 053; or equivalent assessment.

### **To Be Successful**

- Applicants are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering. The more service industry experience you bring to the program, the more relevant your learning will be.
- Serving it Right (TFB 011) and FoodSafe Level 1 (TFS 010) should be completed before classes begin. Separate fees are required for registration in these courses.
- 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.

## **CURRICULUM**

### **Program Requirements**

#### **Year 1 - All Diploma Options**

- ENG 160 Effective Organizational Writing
- BUS 112 Introductory Financial Accounting I
- BUS 113 Introductory Financial Accounting II
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resource Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service

#### **Co-op – all students**

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

#### **Year 2 – Hospitality Option**

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Controls
- THM 212 Tourism & Hospitality Law & Ethics
- THM 250 International Hotel Management
- Elective (3 credits)
- THM 203 Conventions & Special Events Management
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 238 Services Management and Operations
- THM 270 Beverage Theory and Management
- Elective (3 credits)

#### **Year 2 – Sustainable Tourism Option**

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Control
- THM 212 Tourism & Hospitality Law & Ethics
- THM 225 Cross Cultural Tourism
- Elective (3 credits)
- THM 203 Conventions & Special Events Management
- THM 211 Sustainable Tourism
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 238 Services Management and Operations
- Elective (3 credits)

## Completion Requirements

This is a 2 year program requiring completion within 5 years of admission.

# Tourism & Hospitality Management Certificate

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## HIGHLIGHTS

### Program at a Glance

*8-month certificate*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Campbell River, Comox Valley

**Starts:** September, January

- Learn the specific skills needed to supervise and manage tourism- and hospitality-related businesses and compete effectively in the marketplace.
- Get to know the West Coast tourism industry through class field trips and applied management experience.
- Earn transfer credit towards NIC's Tourism & Hospitality diploma, Business Administration degree, or degree programs throughout BC.

**Career possibilities:** If you are currently working in the industry and looking to advance, the skills provided in this program will help you advance your career. Graduates will find a wide variety of career opportunities in the industry, including supervisory positions at hotels and resorts, catering and contract services, banquet and event management.

### Questions?

### Contact

### Why Choose North Island College?

- **Expanding opportunities.** The demand for skilled, creative, and qualified individuals in BC's tourism and hospitality industry is increasing. The skills you'll learn in the Tourism & Hospitality Management certificate program 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. This program encourages active connections with local tourism and hospitality industries. You'll work closely with NIC alumni and industry professionals, participate in field trips to the top local and regional hotels and resorts, and learn from guest speakers, all of which create valuable links between you and future employers.
- **Want to do more?** Further your education and receive credit towards the Tourism & Hospitality Management diploma as well as NIC's Business Administration degree.

### Program Highlights

This program focuses on the specific skills needed for supervisors and managers. Over the span of eight months, you'll learn the business skills necessary to compete effectively in the marketplace.

NIC's instructors are noted for their strong hospitality and tourism work experience, recognized connections with industry, and strong academic credentials. Each course includes practical applications wherever possible, ensuring students get many opportunities to practice and perfect their new skills. Students participate in field trips to the top local and regional hotels and resorts and attend lectures from guest speakers. Certificate program instructors work closely with industry professionals to provide connections between students and their future employers in the industry.

Courses receive credit towards the Tourism & Hospitality Management diploma program and Business Administration degree, allowing you the option to further your education.

### Career Opportunities

With a Tourism and Hospitality Management certificate, you'll be prepared to launch a career in restaurants, hotels, resorts, fine dining, and casual establishments. If you are currently working in the industry



and looking to advance, the skills provided in this program will help you expand your career options. Career possibilities include, but would not be limited to: caterer, restaurant manager, banquet manager, front desk manager, and a hotel or resort manager.

## **ADMISSION**

### **Admission Requirements**

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090; or equivalent assessment; and
2. C+ in Foundations of Math; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT 053; or equivalent assessment.

### **To Be Successful**

- 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.
- 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 program starts, either through work experience or volunteering.

## **CURRICULUM**

### **Program Requirements**

- ENG 160 Effective Organizational Writing
- BUS 112 Introductory Financial Accounting I
- BUS 113 Introductory Financial Accounting II
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications in Business
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resources Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service

### **Completion Requirements**

To successfully complete the program, students must pass all courses and attain an overall average of at least 60%.

# Hospitality Distance Learning

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## HIGHLIGHTS

### Program at a Glance

*American Hotel & Lodging  
Association courses and  
certificates*

**Tuition:** \$290 approx per course +  
books/supplies

**Where:** College Wide

**Starts:** Varies

- Courses are self-paced through distance education using materials from the American Hotel & Lodging Educational Institute, the international standard for hospitality excellence.
- Choose from 24 courses, which can be taken individually or in combination to achieve one of eight specialized credentials.

**Career possibilities:** With certification in specific topics, students will enhance their ability to be employed in the tourism and hospitality industry, and pursue a career in hotels, skiing resorts, restaurants, tourism services, or the travel trade.

### Questions?

### Contact

Deborah Forsyth  
250-923-9765  
[deborah.forsyth@nic.bc.ca](mailto:deborah.forsyth@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
- Hospitality Operations Certificate - 8 courses
- Hospitality Management Diploma - 12 courses
- Club Management Certificate - 5 courses

## ADMISSION

### Admission Requirements

1. While there is no formal admission requirement for English 12, the content of some courses requires a literacy level equal to Grade 12. For more information about specific courses and requirements, please contact the co-ordinator.

## 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 and 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 and 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 and 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 Basic Financial Accounting for the Hospitality Industry
- TMA 100 Financial Accounting I

### **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 Sheet Metal Manufacturing Technician

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## HIGHLIGHTS

### Program at a Glance

*NEW! 19-week certificate*

**Tuition:** [Coming soon](#)

**Where:** Campbell River

**Starts:** September

- Learn precision sheet metal skills needed for aircraft repair and manufacturing
- Develop employable skills for work in the aircraft manufacturing industry
- Qualify for new employment in under 5 months

**Career possibilities:** Graduates develop a strong foundation of skills and knowledge in all aspects of aircraft sheet metal work and are immediately employable as aircraft sheet metal technicians.

### Questions?

### Contact

Student Services

1-800-715-0914

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

### 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 be well prepared for entry into the workplace.
- **Great instructors.** Experienced, licensed instructors work closely with the aerospace industry to ensure that NIC's curriculum is relevant, current, and comprehensive.
- **Considering a career in the Canadian Forces?** NIC's Aircraft Structures Technician (AME-S) program has been accredited by the Canadian Forces, and approved applicants receive a salary while going to school, and gain advanced standing as an aircraft structures technician (ACS).

### Program Highlights

In under five months, the Aircraft Sheet Metal Manufacturing Technician program will prepare you for entry level careers in the aircraft manufacturing industry. No previous experience is necessary. Through a balance of shop and classroom instruction, students will become familiar with a wide range of topics, from aircraft systems and sheet metal fabrication to Transport Canada regulatory requirements and safe workplace practices. Coursework also includes WHIMIS and First Aid training.

Upon completion, graduates will be highly employable as sheet metal technicians, or they can choose to keep learning and enter NIC's [Aircraft Structures Technician \(AME-S\) program](#) for time credit and Transport Canada certification.

### Career Opportunities

If you are interested in airplanes and want to work building or repairing aircraft, North Island College offers two solid options for entry into the aerospace industry. You will find NIC graduates working locally as well as in Victoria, throughout BC, Alberta, the Yukon, and as far away as Australia. Where do your dreams take you?

The shortest route to employment is through our Aircraft Manufacturing Technician Program. This 4½ month program prepares you for a career manufacturing the structural components, frames and skins of general aviation aircraft. You will be expected to work to exact tolerances, bending, forming and riveting, fitting and installing metal aircraft components. Upon graduation you will be readily employable as an entry-level aircraft assembler or sheet metal technician.

The Transport Canada approved Aircraft Structures Technician (AME-S) Program meets the criteria for training and examinations to become an Aircraft Maintenance Engineer – Category 'S' (Structures). With completion of this certification you are then eligible to assess, plan and undertake structural repairs of aircraft. In addition

to the fabrication and repair of metal skins and structures, the AME-‘S’ is also knowledgeable in areas of repair and installation of components made from wood, plastics and composite construction.

## **Supply List**

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

Students are also responsible for having the following basic supplies:

- Coveralls
- Safety footwear
- Safety glasses
- Painting respirator
- Sufficient note books
- Pencils, pens, erasers
- Fine line felt markers
- Scientific calculator (see instructor)
- Geometry set (see instructor)
- Measuring tapes, metric and imperial
- Hearing protection

## **ADMISSION**

### **Admission Requirements**

1. Minimum C+ in one of Provincial English 11, TPC 11, NIC ENG 052 or equivalent; and
2. Minimum C+ in one of 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.

## **CURRICULUM**

### **Program Requirements**

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

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

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# HIGHLIGHTS

## Program at a Glance

*10-month (approximate) certificate*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Campbell River

**Starts:** September

- Develop precision skills working with everything from sheet metal and wood to fabric and thermoplastics.
- Receive recognition from Transport Canada for training and technical tests required for the AME-S licence.

**Career possibilities:** 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.

## Questions?

### Contact

**Campbell River**  
Ruedi Pletscher  
250-923-9793  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

## 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 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.
- **Considering a career in the Canadian Forces?** NIC's Aircraft Structures Technician (AME-S) program has been accredited by the Canadian Forces, and graduates can gain advanced standing as an aircraft structures technician (ACS).

## 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.

NIC's Aircraft Structures Technician (AME-S) program has been accredited by the Canadian Forces, and graduates can gain advanced standing as an aircraft structures technician (ACS). 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 [Paid Education](#).

## Career Opportunities

If you are interested in airplanes and want to work building or repairing aircraft, North Island College offers two solid options for entry into the aerospace industry. You will find NIC graduates working locally as well as in Victoria, throughout BC, Alberta, the Yukon, and

as far away as Australia. Where do your dreams take you?

The shortest route to employment is through our [Aircraft Manufacturing Technician Program](#). This 4½-month program prepares you for a career manufacturing the structural components, frames and skins of general aviation aircraft. You will be expected to work to exact tolerances, bending, forming and riveting, fitting and installing metal aircraft components. Upon graduation you will be readily employable as an entry-level aircraft assembler or sheet metal technician.

The Transport Canada approved Aircraft Structures Technician (AME-S) program meets the criteria for training and examinations to become an Aircraft Maintenance Engineer – Category ‘S’ (Structures). With completion of this certification you are then eligible to assess, plan and undertake structural repairs of aircraft. In addition to the fabrication and repair of metal skins and structures, the AME-‘S’ is also knowledgeable in areas of repair and installation of components made from wood, plastics, and composite construction.

## **Work Experience**

Depending upon their performance, students may complete a one-month work experience session in the field of aircraft structural repairs.

## **Supply List**

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

Students are also responsible for having the following basic supplies:

- Coveralls
- CSA approved safety footwear
- WCB approved safety glasses
- WCB approved Hearing protection
- Painting respirator
- 3- 2 inch, 3 ring binders
- Pencils, pens, eraser
- Fine line felt markers
- Non-scientific calculator
- Measuring tape – Imperial

## **ADMISSION**

### **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.

### **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.

## **CURRICULUM**

### **Program Requirements**

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

### **Completion Requirements**

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

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

# Automotive Service Technician Foundation

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## HIGHLIGHTS

### Program at a Glance

*30-week certificate*

**Tuition:** \$2,050 approx. + books/supplies

**Where:** Campbell River, Port Alberni

**Starts:** September

- Industry Training Authority (ITA) approved.
- Emphasis is placed on essential skills identified by employers, from brake system servicing and wheel alignment to suspension service.
- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.

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

### Questions?

### Contact

**Campbell River**  
Chris Posner  
250-923-9737

**Port Alberni**  
Patrick Balfry  
250-724-8726

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

### 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 exams for Automotive Service Technician 1, 2, and 3 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.

## **Supply List**

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

Students are also responsible for having the following basic supplies:

- Coveralls (2 pair recommended)
- CSA approved safety boots
- WCB approved safety glasses
- Combination Lock (to store gear in locker)
- 3 Ring Binder with Loose leaf Paper
- Pen, Pencil, Hi-Liter, Ruler
- Calculator (Optional) Recommend: Sharp EL-520WBBK
- Welding helmet (for arc-welding)
- Welding goggles (for gas welding)
- Striker
- Welding gloves
- Tip cleaner (optional)
- Chipping hammer (optional)

## **ADMISSION**

### **Admission Requirements**

1. Minimum C in English 11 or TPC 12, or NIC ENG 034; and
2. Minimum C 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

### **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.

## CURRICULUM

### Program Requirements

- AMV 100 Safety
- AMV 101 Employability Skills
- AMV 102 Tools and Equipment
- AMV 103 General Automotive Maintenance
- AMV 104 General Automotive Practices
- AMV 105 Brakes
- AMV 106 Steering Systems
- AMV 107 Suspension Systems
- AMV 108 Electrical/ Electronic Systems
- AMV 109 Work Habits

### Completion Requirements

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

# Carpentry Foundation

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## HIGHLIGHTS

### Program at a Glance

*24-week certificate*

**Tuition:** \$1,760 approx + books/supplies

**Where:** Comox Valley, Port Alberni

**Starts:** September in Port Alberni;  
February in the Comox Valley

- Industry Training Authority (ITA) approved.
- Develop the skills needed to become an apprentice carpenter in BC's booming construction industry.
- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.

**Career possibilities:** Graduates will find employment as apprentice carpenters in residential, commercial, or industrial

### 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.

construction. Types of initial work may include, but would not be limited to, concrete former, framer, finisher, carpenters' assistant, and home renovator.

### Questions?

### Contact

Admissions - Jane  
Nielsen, 250-724-8703  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

## Career Opportunities

Graduates of this program can find employment as apprentice carpenters, in residential, commercial or industrial construction. Work may include concrete forming, framing, exterior finishing, interior finishing, or home renovations.

## Supply List

Students are required to provide the following list of basic supplies and tools, except where items are noted as "optional":

- Weather appropriate clothing and steel toed rubber boots
- 8 " High Steel Toe Safety Boots (Shoes)
- Safety Glasses
- Hard hat
- Ear Protection
- Sharp Electronic Calculator # EL-520WBBK or EL-520X
- HB pencils
- Highlite marker
- 3-3" Binders and note paper
- Drafting Equipment: Available at the NIC bookstore in a set
  - Set square – 30/60/90 degree, Staedtler 964 16-60
  - Set square – 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

### Personal Tools

- Carpenter Apron
- Tape Measure 25 inch Imperial and 8 meter metric
- Chalk Line & Reel
- 2' Level
- Nail Puller (cat's paw)
- Rafter Square (steel or aluminum)
- Cross Cut Handsaw (10 point)
- Utility Knife & Blades
- Speed Square
- 20-24 ounce Framing hammer

## ADMISSION

### 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

### 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.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## **CURRICULUM**

### **Program Requirements**

CFN 100 Introduction to the Carpentry Trade & Apprenticeship Training

CFN 101 Introduction to Essential Workplace Skills for Trades

CFN 102 Introduction to Worksite Safety

CFN 103 Documentation, Codes & Drawings

CFN 104 Carpentry Tools & Equipment – 1

CFN 105 Site Layout and Survey Instruments

CFN 106 Footing & Wall Forming

CFN 107 Residential Framing

CFN 109 Building Science

\*OFA 001 WHMIS General

\*OFA 010 Occupational First Aid - Level 1

\*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

### **Completion Requirements**

A minimum average of 70% is required to pass the program.

# **Drafting Certificate**

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# HIGHLIGHTS

## Program at a Glance

*9-month certificate*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Campbell River

**Starts:** September

- Learn all aspects of drafting, from creating hand sketches through producing three-dimensional modeling in CAD.
- Coursework also covers architectural, mechanical, and civil drafting, giving you a greater range of experience for employment.
- Transfer to technology diploma programs throughout BC.

**Career possibilities:** Graduates are well-prepared for support positions with architects and building contractors, surveyors, government agencies, engineers, forestry companies, and more.

## Questions?

### Contact

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

## Why Choose North Island College?

- **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.
- **Small classes, great instructors.** The excellent student-to-faculty ratio at NIC gives you more direct contact with your instructors than at other institutions. Because of our well-respected instructional reputation, our courses offer a high degree of transferability to other institutions. Plus, a broad base of disciplines gives students more options upon graduation.

## 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, surveyor, civil engineer assistant and renderer.

## Supply List

Mandatory:

- Pens, (red & blue)
- Lined Paper (3 holed)
- Pencils (Mechanical)
- Extra Leads for Mechanical Pencil

- Standard Graph Paper 1/4"-1 pad
- Isometric Graph Paper - 1 pad
- 2" – 3 ring Binder – 1 required
- Thumb Drive (Flash Drive 1 GB)
- Calculator-Scientific
- White Eraser

## **ADMISSION**

### **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

### **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.

## **CURRICULUM**

### **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

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## HIGHLIGHTS

### Program at a Glance

*24-week certificate*

**Tuition:** \$1,760 approx +  
[books/supplies](#)

**Where:** Campbell River

**Starts:** September, February

- Industry Training Authority (ITA) approved training.
- Learn strong theoretical technical training while also developing a solid mastery of applied skills.
- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.

### Career possibilities:

Skilled electricians are needed in a growing number of areas, including residential, commercial, and industrial electrical construction, electrical maintenance and service, marine electrical work, utilities, and many more.

### Questions?

### Contact

#### Campbell River

Pat Robey  
250-923-9729

Mickey Bliss  
250-923-9731

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

### 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 hire individuals with foundation training, which also sets 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 one 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).

## **Supply List**

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

Students are also required to provide the following list of supplies, except where noted as "optional":

### **Required**

- Calculator – Sharp EL-520WBBK or equivalent
- HB pencils
- Highlighter marker
- 1 set coloured pens or pencils
- Plastic rule – 12"
- protractor
- Binders
- Note paper
- Safety glasses
- Text books and learning guides – details provided at NIC Bookstore

### **Optional**

- Coveralls
- Digital Multimeter CAT III minimum (see instructor)
- 1/4" engineers graph paper (1 pad)

## **ADMISSION**

### **Admission Requirements**

1. C+ in one of Provincial English 11, TPC 12, NIC ENG 052; or equivalent; or successful NIC English placement testing; and
2. Successful completion of the NIC Electrical Foundation Accuplacer assessment for Math; and
3. C in Physics 11 or NIC PHY 050; and
4. Successful assessment of mechanical and spatial reasoning. For more information, see the [mechanical and spatial reasoning information sheet](#).

**NOTE:** The Accuplacer assessment covers Math skills taught in the following courses: Principles of Math 11, Applications of Math 12, Foundations 11, and pre-Calculus 11.

## 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, analytical, 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.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## CURRICULUM

### Program Requirements

- CPA 032 Introduction to Computers for Electrical Trades
- ELE 004 Workplace Safety & Basic Trade Tools
- ELE 005 Introduction to Blueprint Reading
- ELE 101 Electrical Trade Mathematics
- ELE 102 Electrical Trade Science
- ELE 104 Wiring Methods
- ELE 100 Year 1 – Technical Training

### Completion Requirements

To pass the program you are required to attain a minimum average of 70% based on a weighted average of all courses.

# Electronics Technician Core Certificate

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# HIGHLIGHTS

## Program at a Glance

*9-month certificate*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Campbell River

**Starts:** September

- Learn to troubleshoot, maintain, and build electronic circuits including microprocessors and robotic equipment.
- Qualify for entry into a wide range of second year specialty options offered throughout BC, including NIC's Industrial Automation Technician diploma.

**Career possibilities:** The Electronics Technician Core program fulfills the first year of a two-year International Standard Electronics Technician program. Graduates will specialize for employment in their second year.

## Questions?

### Contact

#### Campbell River

Cory Batch

250-923-9733

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

## 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 a 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.

## **Supply List**

Students are required to provide the following list of basic supplies and tools:

- Scientific Calculator – Recommend: SHARP EL546W
- Pens, pencils, paper, eraser, binder, paper

## **Optional Toolbox**

Although the necessary tools for the lab component for the program are supplied, it is recommended that the student put together a tool kit of their own containing the following:

- Needle nose pliers
- Diagonal pliers
- Screwdriver 1/8" slotted
- Screwdriver 3/16" slotted
- Screwdriver phillips #0
- Screwdriver phillips #1
- Nutdriver 3/16"
- Nutdriver 1/4"
- Wire strippers
- Crescent wrench 6" adjustable
- IC insertion tool
- IC extractor
- Wire wrapping tool
- Solder sucker (pump)
- Solder sucker (bulb)
- De-soldering wick

## **ADMISSION**

### **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.

### **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 and/or department chair. 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.

## CURRICULUM

### 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

**\*Note:** Students not having current, valid WHMIS certification are required to take this course to meet program requirements. A separate fee will be charged for WHMIS.

### Completion Requirements

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

# Heavy Duty & Commercial Transport Mechanics Foundation

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## HIGHLIGHTS

### Program at a Glance

*36-week certificate*

**Tuition:** \$2,345 approx + books/supplies

**Where:** Campbell River

**Starts:** September

- Industry Training Authority (ITA) approved.
- Coursework covers both heavy duty mechanics and commercial transport mechanics, enabling you to enter either trade upon completion.
- Earn apprenticeship technical training credit towards Interprovincial

### 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

(Red Seal) certification.

**Career possibilities:** Prospective employers include heavy duty equipment, truck and bus dealerships, private truck, bus and equipment repair shops, as well as logging, oil and gas, mining, and construction companies.

### Questions?

### Contact

#### **Campbell River**

Gerry Budlong  
250-923-9796

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

commercial transport mechanic trades is covered in detail, thus enabling graduates to enter either specialty. To ensure curriculum remains current and relevant for new employees, NIC is advised by an active local industry advisory committee.

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.

## Supply List

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

Students are required to provide the following list of supplies, except where items are noted as "optional":

- Safety Glasses (CSA Approved)
- Coveralls
- Steel Toed Safety Boots (WCB Approved)
- Welding Helmet, Goggles, Gloves & Striker
- Padlock Or Combination Lock
- 3-Ring Binder
- Loose-Leaf Paper & Graph Paper
- Pen/Pencil/Highlighter
- Calculator, Recommend Sharp EL-520WBBK
- Text Books and learning guides

\*Texts and supplies are available for purchase at the NIC Bookstore

## ADMISSION

### Admission Requirements

1. Minimum C grade in English 11 or TPC 12 or NIC ENG 052 or equivalent; and
2. Minimum C+ grade in Principles of Math 10, 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.

## **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.

## **CURRICULUM**

### **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. Separate fees will be charged for First Aid and WHMIS.

## Completion Requirements

To pass the program you are required to attain a minimum average of 70% across all courses, and a minimum of 70% on the final examination.

Note: Curriculum and certifications may be subject to change as mandated by the ITA. Refer to current bulletins on the ITA website [www.itabc.ca](http://www.itabc.ca)

# Heavy Equipment Operator Foundation

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## HIGHLIGHTS

### Program at a Glance

*4-week theory-based certificate*

**Tuition:** \$1,275 + books/supplies

**Where:** Campbell River

**Starts:** Ongoing intakes. Call 250-923-9728 for upcoming dates.

- Learn the safety, equipment, and jobsite procedures needed for work in the road building and heavy construction industry
- Complete all industry required safety tickets and endorsements
- Earn your ITA Road Building and Heavy Construction Foundation certificate of completion

**Career possibilities:** The foundation program provides the classroom theory and industry certification that lead to careers in

### Why Choose North Island College?

- **Ready for a change?** Classes are offered on a full-time basis, over 4 weeks, allowing you to get back to work or continue your training as soon as possible!
- **Great facilities. Great Instructors.** At NIC, you will learn from highly-skilled, industry professionals who understand the trades and what it takes to succeed.
- **A system of support.** Student advisors are ready to answer your questions about programs, planning, funding options, and more. They'll provide you with the information you need to make an informed career choice.

### Program Highlights

This program follows the Road Builders & Heavy Construction Association Industry recognized pre-employment foundation course, aimed at preparing students for a career in road building and heavy construction.

It also follows the Industry Training Authority (ITA) Road Builder & Heavy Construction Foundation program and encompasses the following modules:

- Industry Orientation (with a focus on safety)
- Tools, Equipment, Operations, and Maintenance
- Civil Engineering Principles
- Worksite Preparation

heavy equipment operation. Graduates may apply past machine operator experience or continue into the [Machine Training](#) component to develop the required operator experience to qualify for employment.

### Questions?

### Contact

Wendy Samaroden  
250-923-9728  
wendy.samaroden@nic.bc.ca

- Industry recognized safety tickets and endorsements: Traffic Control, CSTS, OFA Level 1 and WHMIS

Students will be introduced to operator theory and will understand the working conditions of a heavy equipment operator, how to work safely, recognize the tools, equipment, operation and maintenance of machines in the industry, how to properly prepare a worksite and basic civil engineering principles.

Students will also receive the follow safety courses and tickets as part of their training: Traffic Control Person, Workplace Hazardous Materials Information System (WHMIS), Occupational First Aid Level 1 and Construction Safety Training System (CSTS).

Upon successful completion of the program, students will write the ITA Road Builders and Heavy Construction exam. A certificate of completion for Road Builder and Heavy Construction Foundation will be issued by the ITA with a passing grade of 70%.

## Career Opportunities

The Heavy Equipment Operator Foundation program follows the Road Builders & Heavy Construction Association Industry recognized pre-employment foundation course, aimed at preparing students for a career in road building and heavy construction. This course is also the prerequisite for the Heavy Equipment Operator Machine Training program.

## ADMISSION

### Admission Requirements

1. Minimum C in English 10, or NIC ENG 032, 033 & 034, or equivalent, or successful NIC assessment testing in English; and,
2. Minimum C in Principles or Applications of Math 10, NIC MAT 034 or equivalent, or successful NIC assessment testing at a NIC MAT 034 level; and,
3. Valid Class 5 driver's license.
4. Students must provide official transcripts, placement testing or instructor permission.

### To Be Successful

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

- Strong aptitude and interest for heavy equipment operation, road building or heavy construction.
- 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.
- The most important key to success is the desire to become a quality heavy equipment operator. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the industry.

## CURRICULUM

## Program Requirements

- HEO 100 – Heavy Equipment Operator Foundation Course
- MVF 011 - Traffic Control Person
- OFA 001 - WHMIS General
- OFA 010 - Occupational First Aid Level 1
- CTQ 010 – Construction Safety Training System

## Completion Requirements

Maintain 70% or better in all classes.

# Heavy Equipment Operator Machine Training

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## HIGHLIGHTS

### Why Choose North Island College?

- **Ready for a change?** Classes are offered on a full-time basis, over nine weeks, allowing you to get back to work as soon as possible! One-week training sessions are also available on specific machines.
- **Apply your knowledge daily.** Machine training takes place on real jobsites, giving you first-hand experience and applied training in the field.
- **Great facilities. Great instructors.** At NIC, you will learn from highly-skilled, industry professionals who understand the trades and what it takes to succeed.
- **A system of support.** Student advisors are ready to answer your questions about programs, planning, funding options, and more. They'll provide you with the information you need to make an informed career choice.

### Program Highlights

Heavy Equipment Operator Machine Training is a full-time, skills based program designed to provide individuals with minimal or no previous operator experience with the equipment training needed for employment as a heavy equipment operator.

Students will progress step-by-step, from basic operating principles through to advanced skills, learning to safely and efficiently operate excavators, dozers, tire loaders, backhoes, and graders. Training covers procedures related to pre-operational checks, equipment maintenance, interpretation of drawings and grades stakes, basic grade checking instruments, as well as safe operating techniques specific to each machine.

Upon completion, graduates will have accumulated 245 hours of heavy machine operator experience to qualify for entry level employment in a wide range of industries.

### Career Opportunities

Graduates will have the skills and experience needed for immediate

### Program at a Glance

*9-week certificate providing 245 hours of machinery operation experience*

**Tuition:** \$17,140 + books/supplies

**Where:** Campbell River

**Starts:** Ongoing intakes. Call 250-923-9728 for upcoming dates.

- Learn how to safely operate excavators, dozers, rubber tire loaders, backhoes, and graders
- Earn essential industry certifications: H2S Alive, Air Brakes Endorsement, Ground Disturbance, TDG, plus resume and job search skills
- One-week training options are also available on specific machines

**Career possibilities:** Graduates will qualify for heavy equipment operator positions in a wide range of industries, including oil and gas, road building and deactivation, forestry, residential and industrial construction, site clearing and landscaping, mining and owner operators, and more.

### Questions?

### Contact

Wendy Samaroden  
250-923-9728  
[wendy.samaroden@nic.bc.ca](mailto:wendy.samaroden@nic.bc.ca)

employment in the heavy equipment operating field. This training can be applied to a variety of industries, including, oil and gas, road building and deactivation, forestry, residential and industrial construction, site clearing and landscaping, mining, and owner operators. Wages vary depending on machine operated, employment location and employer. Job titles may include, but would not be limited to, heavy equipment operator, grader operator, excavator, and driver.

## **One-Week Training Option (HEO-040)**

Training options are also available for experienced operators who want to upgrade or develop skills with a particular machine. These one-week sessions provide 35 hours of in-the-seat training with either an excavator, dozer, rubber tire loader, backhoe, or grader. Machine hours are also beneficial for experienced heavy equipment operators interested in earning their ITA certificate of completion through the Heavy Equipment Operator Challenge Process. Training costs are approximately \$2,500 per week.

For details or to register, please contact Wendy Samaroden at 250-923-9728 or [wendy.samaroden@nic.bc.ca](mailto:wendy.samaroden@nic.bc.ca).

## **ADMISSION**

### **Admission Requirements**

1. Completion of the Heavy Equipment Operator Foundation Program.

### **To Be Successful**

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

- Strong aptitude and interest for heavy equipment operation
- 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.
- The most important key to success is the desire to become a quality heavy equipment operator. 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 this program requires good hand/eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good communication skills.
- There is also an expectation of working under various weather conditions. Prospective students should also have the ability to stay focused for prolonged periods.

## **CURRICULUM**

### **Program Requirements**

- HEO 010- Heavy Equipment Operator: Introduction to Machine Training
- HEO 020 - Heavy Equipment Operator: Machine Training
- MVO 072 - Ground Disturbance

- MVO 070 - Transportation of Dangerous Goods (TDG)
- GAS 010 - H2S Alive
- AIR 020 - Air Brakes Operating Skills 1

## Completion Requirements

Maintain 70% or better in all classes.

# Industrial Automation Technician Diploma

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## HIGHLIGHTS

### Program at a Glance

*9-month diploma, post Electronics Technician Core certificate*

**Tuition:** \$2,635 approx. + books/supplies

**Where:** Campbell River

**Starts:** September

- Learn to work on all types of electronic systems, from motor controls, Programmable Logic Controllers, data acquisition and robotics.
- Working with state-of-the-art equipment and technology, you'll graduate with a combined total of 1,400 hours of practical training, incl. interactive field trips.

**Career possibilities:** Career opportunities exist within industries such as oil & gas, pharmaceuticals, forest products, food & beverage, and more.

### Questions?

### Contact

#### Campbell River

Andrew Marr

250-923-9732

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

### 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 Auto-Cad, industrial control of chemical processes, fluid power and data acquisition. Each course uses state-of-the-art technology and equipment. An intensive hands-on lab program is 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. 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 [Paid Education](#).

## **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.

## **Supply List**

Students are required to provide the following list of basic supplies and tools:

- 3 ring binder
- Pen, pencil, highlighter
- Lined paper and graph paper
- Ruler
- Protractor
- French curve
- Sharp scientific calculator EL-546W

## **ADMISSION**

### **Admission Requirements**

1. 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.

## **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.

## CURRICULUM

### 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.

# Joinery/Cabinetmaking Foundation

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## HIGHLIGHTS

### Program at a Glance

*9-month certificate*

**Tuition:** [\\$2,635 approx + books/supplies](#)

**Where:** Port Alberni

**Starts:** September

- Industry Training Authority (ITA) approved.
- Learn to design, construct, finish, and repair high-quality wood products such as cabinets, furniture,

### Why Choose North Island College?

- **Great facilities and small class size.** The Joinery/Cabinetmaking Foundation program is well equipped with a wide range of modern woodworking equipment, including kitchen cabinet machinery, spray finishing equipment, computer controlled (CNC) router, and a computer aided design lab.
- **Economical education.** The program is located in Port Alberni, on the West Coast of Vancouver Island, where the cost of living is less than in larger centres. Program costs are low and, because the curriculum is accepted by many funding agencies, retraining subsidies may be available through those agencies.
- **Award-winning students.** The Joinery/Cabinetmaking



and fixtures.

- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.

**Career possibilities:** Graduates may pursue careers in millwork, furniture building, cabinet making, marine joinery, residential finishing carpentry, and sales or as self-employed artisans.

### Questions?

### Contact

#### Port Alberni

Stephen McIntosh  
250-724-8771

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

Foundation program may enter eligible students in the BC Skills competition, where NIC entrants have consistently placed in the top ranks. Four times our student competitors have won gold medals in the BC Skills competition and advanced to the Skills Canada National Competition. In 2009, one of our students won the gold medal in cabinetmaking in the Skills Canada competition.

## Program Highlights

The Joinery/Cabinetmaking Foundation program is well-suited to anyone starting their first career, those who are changing careers, or those who simply want to pursue their interest and build their skills in this fine woodworking program. Some woodworking experience is an asset but there is no previous experience required to take this program.

Detailed below are just a few of the highlights students can expect throughout the program:

**Design.** Students learn the principles and elements of design as well as how to apply this knowledge by designing all of their own shop projects.

**Shop drawing.** Each project design requires a shop drawing. Students begin with free-hand sketching and progress to drawing by hand and then advance to computer drawing programs.

**Technical woodworking skills.** Students develop skills with hand tools, power tools and larger woodworking machines. This prepares students for work both in small shops with limited tools or in shops with high-end industrial machines.

**Best in world safety.** Our program covers not only Canadian standard safety practices, but also provides the opportunity to study many of the higher safety practices that are in place around the world.

**Sustainable approach.** This program is committed to the sustainable use of building materials and practices. In projects, preference is given first to wood products from local island markets then to woods that are indigenous to North America. Sheet goods are selected for low emissions, and the primary focus of wood finishing is with natural oils and water-borne technologies.

**Four-day school week.** 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. Students will spend one third of their time in lectures and demonstrations and two thirds of their time in the joinery shop. Field trips to a variety of woodworking businesses and guest speakers are also scheduled.

During the program, students also 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.

Graduates also earn both a certificate in Furniture Design/Construction as well as a certificate in Joinery/Cabinetmaking.



## Career Opportunities

As a graduate of the Joinery/Cabinetmaking Foundation program, you will be eligible for employment in millwork, building furniture, cabinet making, and marine joinery. The placement rate for program graduates in the joinery industry is high. Job titles can range from residential finishing carpenter to salesperson or woodworking business owner.

## Supply List

**Materials:** Students are responsible for the material costs of their projects. These costs will vary based on the projects selected.

**Texts:** Visit the NIC bookstore for a current list

**Stationery:** Available at the NIC Bookstore

- Three ring binder with punched, lined and unlined paper; pencil and pen
- Sharp TI-30Xa (recommended)
- Clipboard for letter size paper
- Graduated T-Square (stainless steel 30" Alvin AST30) – speak to instructor prior to purchasing.

**Drafting Equipment:** Available at the NIC bookstore in a set

- Set square – 30/60/90 degree, Staedtler 964 16-60
- Set square – 45/45/90 degree, Staedtler 964 14-45
- Scale ruler, Metric, Staedtler 987 18-SI
- Drawing compass, 559-02
- Good quality white eraser
- Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

### Optional

- Eraser shield, Staedtler 529 50
- Ames Lettering Guide, Staedtler 974 98

### Safety Equipment:

- WCB approved safety glasses
- WCB approved hearing protection
- Closed toe leather boots or shoes

**Tools:** all tools are supplied except a tape measure

- tape measure, metric, 5 meter, good quality

## ADMISSION

### 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.

### 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.

## **CURRICULUM**

### **Program Requirements**

#### **1. Joinery/Cabinetmaking Foundation (26 weeks)**

- JNY 100 Introduction to the Joinery Trade and Safety
- JNY 105 Identify Materials
- JNY 110 Identify Woodworking Joints
- JNY 115 Apply Layout Techniques
- JNY 120 Use Hand Tools
- JNY 125 Use Portable Power Tools
- JNY 130 Use Woodworking Machines
- JNY 135 Use Assembly Techniques
- JNY 140 Apply a Finish
- JNY 145 Install Millwork

#### **2. Furniture Design & Construction Certificate (13 weeks)**

- WJC 100 Drafting for Joinery/Cabinetmaking
- WJC 120 Wood Products Design for Joinery/Cabinetmaking
- WJC 130 Wood Finishing for Joinery/Cabinetmaking
- WJC 150 Marine Joinery
- OFA 001\* WHMIS General
- OFA 010\* Occupational First Aid Level 1

**\*Note:** Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

### **Completion Requirements**

A minimum average of 70% for each course is required to pass the program. Successful completion of all courses in the program is necessary to receive the Furniture Design/Construction and the Joinery/Cabinetmaking certificates.

# Marine Training

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## HIGHLIGHTS

### Program at a Glance

*Transport Canada Marine Safety-approved education & training*

**Tuition:** [Varies by course; call 1-800-715-0914 for details](#)

**Where:** Campbell River, Comox Valley, Port Alberni, Port Hardy, Ucluelet

**Starts:** Varies

- Develop essential skills for the workforce or expand your personal marine knowledge.
- Learn boat safety, hazards, emergency response, survival and rescue, and much much more.
- Prepare to write the Transport Canada exams for certification in: Fishing Master IV, Master, Limited (60 GT), Small Vessel Operator Proficiency (SVOP), MED A's, ROC-M, and ROC-MC.

### Questions?

### Contact

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

### Why Choose North Island College?

- **Education you can trust.** As the region's leading provider of marine education for more than 20 years, NIC works closely with Transport Canada and local employers to ensure your training meets all current industry and safety standards.
- **State-of-the-art ship simulators.** Some 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 use programs unique to the BC coast and are the only simulators of their kind in use on the North Island.
- **Workforce training solutions.** North Island College works with employers and groups to deliver marine training courses upon request. The location and combination of courses can be tailored to suit your needs, preparing your crew with the latest Transport Canada Marine Safety requirements.
- **Prepare for success.** NIC's qualified, professional instructors will prepare you to write the Transport Canada exams for certification in the following: Fishing Master IV, Master, Limited (60 GT), Small Vessel Operator Proficiency (SVOP), MED A's, ROC-M, and ROC-MC.

### Browse Schedules & Costs

Marine training courses are offered year-round in Ucluelet, Port Alberni, the Comox Valley, Campbell River, Gold River, and Port Hardy. Or for groups at any location upon request. To browse upcoming courses and schedules, visit the [Continuing Education Course Search](#), and select any month in the left navigation to view.

## ADMISSION

### Admission Requirements

1. ALL students registering for the following Marine courses: MEDs, SVOP, Master, Limited, and Fishing Master 4 must provide their Canadian Document Number (CDN) at the time of registration. Students can apply for their number through [Transport Canada](#).
2. 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.
3. In order to sit Transport Canada examinations, you must meet

additional requirements (sea service hours, seafarer's medical, etc) as set by Transport Canada. These requirements are described under the program areas.

## **COURSES**

Whether you are developing your skills for the workforce or for your own personal marine safety, North Island College provides experienced and emerging mariners with a Transport Canada Marine Safety approved learning experience.

### **Marine Emergency Duties Courses**

These Transport Canada, Ship Safety approved Marine Emergency Duties courses are required 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. Please contact Transport Canada directly to confirm the level of MED course required for your industry.

- MED 031 Marine Emergency Duties A1 (3 days)
- MED 032 Marine Emergency Duties A1 & A2 (4 days)
- MED 003 Small Non-pleasure Craft Marine Emergency Duties (A3) – 25 Miles (1 day)

### **Optional Courses for Deck Crew/Mariners**

The following Transport-Canada approved courses provide beginner level safety and training suited to all mariners.

- NAU 016 Restricted Operator, Maritime (ROC-M) (1 day)
- NAU 005 Small Vessel Operator Proficiency (SVOP) (3 days)
- FAC 082 Marine Basic First Aid & CPR C (2 days)

### **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 two 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 three days of class.

- NAU 051 Restricted Operator Certificate – Maritime Commercial (GMDSS ROC-MC) (3 days)
- NAU 041 Restricted Operator Certificate – Maritime

## 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 signaling and rescue. This course will assist the student in safely operating a small, non-pleasure, and power vessel.

- NAU 005 Small Vessel Operator Proficiency Training Course (3 days)

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. Completion of this course will prepare the student to write the Chartwork and Pilotage Level 1 exam and the Navigation Safety Level 1 exam, both of which are administered by a Transport Canada examiner. Course content will include subjects which are covered in the final oral exam given by a Transport Canada examiner such as stability, meteorology, communications, and Transport Canada regulations. The content for the oral examination is determined by the Transport Canada examiner and will relate to the area of operation, type of craft, and equipment carried on board the vessel for which the certificate will be used.

This course may be of particular interest to charter boat operators, tug boat captains, crew boat captains, or those wanting to increase their knowledge of navigation, collision regulations, vessel stability, weather, and associated Transport Canada regulations. Certificates will be issued by Transport Canada Marine Safety.

Certificates of competency are issued by Transport Canada Marine Safety. Applicants are only eligible for these certificates once all required courses are completed and they have passed the oral exam with a Transport Canada examiner.

## Sea Service Requirements

A minimum of two months sea service 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. Prior to acceptance for the final oral exam with a Transport Canada examiner, an applicant must have their sea service approved and must have successfully completed the required courses. See also "Calculation of Sea Service" at bottom of this page.

## Examination Requirements

Transport Canada Requirement	NIC Course	Notes:
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## **Certificate of Service as Master of a Fishing Vessel of Not More than 60 Tons Gross Tonnage**

### **Certification**

The holder of this certificate may act as a Master on board a fishing vessel of not more than 60 gross tonnage, engaged on voyages as specified on the certificate in accordance with experience.

### **Sea Service Requirements**

Complete 12 months service as Master of a Fishing Vessel of not less than 15GT or 12 metres in length overall, performed before 2007; and in addition, six fishing seasons acting as Master of a Fishing Vessel over 5GT before 2007. If the applicant has not completed this additional six 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). Prior to acceptance for the final oral exam with a Transport Canada Marine Safety examiner an applicant must have sea service approved and must have successfully completed the required courses. See also "Calculation of Sea Service" at bottom of this page.

### **Examination Requirements**

<b>Transport Canada Requirement</b>	<b>NIC Course</b>	<b>Notes:</b>
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
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 Class 1 and Sheltered Waters Voyage and as Officer in charge of the watch of a fishing vessel of any tonnage engaged on Near Coastal Class 1 and Sheltered Waters Voyage.

Certificates of competency are issued by Transport Canada Marine Safety. Applicants are only eligible for these certificates once all required courses are completed and they have passed the oral exam with a Transport Canada examiner.

#### **Sea Service Requirements**

12 months sea time performing deck duties on fishing vessels that are 6 m or more in length. See also "Calculation of Sea Service" at bottom of this page.

#### **Examination Requirements**

<b>Transport Canada Requirement</b>	<b>NIC Course</b>	<b>Notes:</b>
Seafarer's Medical	N/A	Obtain from a Transport Canada approved doctor
Simulated Electronic Navigation Limited	NAU 030	Additional course requirement
040 Chartwork & Pilotage	NAU 014	Additional course requirement
060 Navigation Safety Level 1	NAU 014	Additional course requirement
Ship Construction and Stability Level 1	NAU 021	Additional course requirement
Restricted Operator Certificate, Maritime Commercial	NAU 051	Additional course requirement
Marine Advanced First Aid with Occupational First Aid Level 1	FAC 084	Additional course requirement
Marine Emergency Duties A1	MED 031	Additional course requirement

### **Certificate of Service as Watchkeeping Mate of a Fishing Vessel**

*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.*

### **Certification**

The holder of this certificate may act as Officer in Charge of Navigational Watch on board a fishing vessel of not more than 100 gross tonnage engaged voyages as specified on the certificate in accordance with experience.

Certificates of competency are issued by Transport Canada Marine Safety. Applicants are only eligible for these certificates once all required courses are completed and they have passed the oral exam with a Transport Canada examiner.

### **Sea Service Requirements**

Complete 12 months service as watchkeeping person on a Fishing Vessel of not less than 15GT or 12 metres in length overall, performed before 2007; and in addition, six fishing seasons acting as watchkeeping person of a Fishing Vessel before 2007. If the applicant has not completed this additional six 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). See also "Calculation of Sea Service" at bottom of this page.

### **Examination Requirements**

<b>Transport Canada Requirement</b>	<b>NIC Course</b>	<b>Notes:</b>
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
Marine Emergency Duties A1	MED 031	Additional course requirement

## **Fishing Vessel Watchkeeping Mate**

*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.*

### **Certification**

The holder of this certificate may act as the person in charge of navigational watch on a fishing vessel of not more than 150 gross tonnage and less than 24 metres in length overall engaged in Near Coastal Class 1 voyages. Valid also as master of a fishing vessel of up to 15 gross tonnage or not more than 12 metres overall in length engaged in Near Coastal Class 2 voyages.

### **Sea Service Requirements**

Six months of sea service performing deck duties on a fishing vessel



of at least 6m or more in length.

### Examination Requirements

Transport Canada Requirement	NIC Course	Notes:
Seafarer's Medical	N/A	Obtain from Transport Canada approved doctor
Simulated Electronic Navigation Limited	NAU 030	Additional course requirement
Chartwork and Navigation Safety	NAU 021	Additional course requirement
Restricted Operator Certificate, Maritime Commercial	NAU 051	Additional course requirement
Marine Basic First Aid	FAC 082	Additional course requirement

### Calculation of Sea Service

One month is equivalent to 30 days. An eight-hour day is one day. A nine- to 12-hour day is equal to 1.5 days. This time must be while the vessel is underway. Days underway that are less than eight hours may be pro-rated.

## Metal Fabrication Foundation

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### HIGHLIGHTS

#### Program at a Glance

*5-month certificate*

**Tuition:** \$1,465 approx + [books/supplies](#)

**Where:** Campbell River

**Starts:** January - Metal Fabrication begins; September - Welding entry requirements start (if required)

- Learn to build, assemble, and repair products made of steel and aluminum.
- Develop advanced skills that will qualify you for a wide range of job opportunities in the metal work field.
- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.

#### 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.
- **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

**Career possibilities:** Graduates will find a wide variety of opportunities in metal fabrication shops, construction, mining, and boat building.

### Questions?

### Contact

**Campbell River**  
Terry Waters  
250-923-9734  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

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.

## Supply List

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

Students are also responsible for having the following basic supplies:

- Cutting goggles, with flip up lens or face shield with tinted flip up visor
- Clear safety glasses (regular style frame)
- Hearing protection (form fitted or disposable earplugs)
- Tip cleaners (long sets)
- Striker (3 flint style)
- Cotton work clothes
- Steel toed boots
- Leather jacket and apron (see instructor before purchasing)
- Welding gloves (finger style)
- Welding Hat
- Welding helmet (see instructor before purchasing)
- Adjustable wrench (Crescent 10")
- Vice Grips (regular style, 10"),
- C clamp 10"
- Slip Joint pliers (10")
- Diagonal cutters (9")
- Wire feed pliers (optional – replaces slip joint pliers and diagonal cutters)
- Wire Brush
- Chipping Hammer
- Tape Measure 16' x 1" (imperial/metric graduations) or separate imperial and metric tapes)
- 4 ½" grinder

## ADMISSION

## 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.
  - Note: Information about the Metal Fabrication Assessment is available through a Student Advisor [online at Metal Fabrication Assessment Study Information.](#)
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.

## 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.

## CURRICULUM

### Program Requirements

- FBR 100 Program Orientation and Introduction
- FBR 101 Trade Math Problems
- FBR 102 Trade Tools and Equipment
- FBR 103 Oxy-Fuel Cutting
- FBR 104 Welding
- FBR 105 Basic Drafting
- FBR 106 Blueprint Reading
- FBR 107 Material Handling Equipment
- FBR 108 Structural Layout and Development Techniques
- FBR 109 Plate and Sheet Development

- FBR 110 Surface Preparation
- FBR 111 Projects

## Completion Requirements

- To pass the program, a minimum average of 70% for all courses is required.

# Plumbing & Piping Foundation

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## HIGHLIGHTS

### Program at a Glance

*26-week certificate*

**Tuition:** \$2,050 approx + books/supplies

**Where:** Comox Valley

**Starts:** February in the Comox Valley

- Industry Training Authority (ITA) approved.
- Coursework covers plumbing, steamfitting, sprinkler fitting, and gasfitting, enabling you to enter any of these trades upon completion.
- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.

**Career possibilities:** Graduates qualify for employment as an apprentice plumber, steamfitter/pipefitter, sprinkler system installer, or domestic/commercial gasfitter. Opportunities also exist in a number of related fields, from refrigeration and sheet metal to oil burner service.

### Questions?

### Contact

**Campbell River**  
Rob Hughes  
250-923-9730

**Comox Valley**

### 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.

### Supply List

Nick Charette  
250-334-5000 ext. 4051

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

Students are required to provide the following list of basic supplies and tools:

- Steel Toed Boots or Shoes
- Safety glasses – CSA approved
- Gloves
- Coveralls
- Hard hat
- Tape measure (25 inch Imperial and 8 meter Metric)
- Metric Conversion Calculator Recommend: EL520-WBBK or EL-520X
- Pencils, highlighter, binder & notepaper
- Drafting Equipment: Available at the NIC bookstore in a set
  - Set square – 30/60/90 degree, Staedtler 964 16-60
  - Set square – 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead
- Text books and learning guides for the level – details provided at NIC Bookstore

## ADMISSION

### Admission Requirements

1. Successful completion of the North Island College Piping Trades Assessment with a minimum of 70%. For more information, check the [Plumbing Assessment Study Information](#).

### 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.

- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## CURRICULUM

### 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

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### HIGHLIGHTS

#### Program at a Glance

*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:** [From \\$2,050 to \\$590](#)  
[approx depending on the level +](#)  
[books/supplies](#)

**Where:** Campbell River, Port  
Alberni

**Starts:** Continuous entry

- Learn from highly experienced, qualified instructors in some of the most modern,

#### 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.

- well-equipped shops in BC.
- Options are available for daytime or evening learning.

**Career possibilities:** 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.

### Questions?

### Contact

**Campbell River**  
Terry Waters  
250-923-9734

Chris Udy  
250-923-9735

**Port Alberni**  
Ivan Peterson  
250-724-8727

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

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.

## Career Opportunities

The welding trade is found in a wide variety of industries, which results in many potential career paths and opportunities. Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.

## ASME Welder Performance Qualification Testing

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.

## Supply List

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

Students are also responsible for having the following basic supplies:

- Cutting goggles, with flip up lens or face shield with tinted flip up visor
- Clear safety glasses (regular style frame)
- Hearing protection (form fitted or disposable earplugs)
- Tip cleaners (long sets)
- Striker (3 flint style)
- Cotton work clothes
- Steel toed boots
- Leather jacket and apron (see instructor before purchasing)
- Welding gloves (finger style)
- Welding Hat
- Welding helmet (see instructor before purchasing)
- Adjustable wrench (Crescent 10")



- Vice Grips (regular style, 10"),
- C clamp 10"
- Slip Joint pliers (10")
- Diagonal cutters (9")
- Wire feed pliers (optional – replaces slip joint pliers and diagonal cutters)
- Wire Brush
- Chipping Hammer
- Tape Measure 16' x 1" (imperial/metric graduations) or separate imperial and metric tapes)
- 4 ½" grinder

## **ADMISSION**

### **Admission Requirements**

#### **Level C**

1. Successful completion of North Island College Welding Assessment. For more information, check the [Welding Assessment Study Information](#).

#### **Level B**

1. Must have successfully completed Welding Level C

#### **Level A**

1. Must have successfully completed Welding Level B

### **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.



## 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 and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

## CURRICULUM

### 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.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA. Refer to current bulletins on the ITA website [www.itabc.ca](http://www.itabc.ca).

# Carpenter Apprenticeship Training

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## HIGHLIGHTS

### Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** [\\$505 approx per level + books/supplies](#)

**Where:** Comox Valley

**Starts:** See schedule below

- Advance your skills and qualifications in the Carpentry trade
- Work towards your Interprovincial (Red Seal) designation

### Questions?

### Contact

#### Campbell River

Sandra Billard  
250-923-9710

#### Port Alberni

Jane Nielsen  
250-724-8703

#### Comox Valley

Sharon Bouchard  
250-334-5017

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

### Why Choose North Island College?

- **Quality education.** 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.
- **Excellent facilities. Exceptional value.** We have up to date shops and equipment and highly experienced instructors. Our tuitions are some of the lowest in the Province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- **Industry approved training.** NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

### Carpenter Technical Training

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

CRA 100, Level 1, 6 weeks - Comox Valley  
CRA 200, Level 2, 6 weeks - Comox Valley  
CRA 300, Level 3, 6 weeks - Comox Valley  
CRA 400, Level 4, 6 weeks - Comox Valley

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

### Supply List

Students are required to provide the following list of basic supplies and tools, except where items are noted as "optional":

- Weather appropriate clothing and steel toed rubber boots
- 8 " High Steel Toe Safety Boots (Shoes)
- Safety Glasses
- Hard hat
- Ear Protection
- Sharp Electronic Calculator # EL-520WBBK or EL-520X
- HB pencils
- Highlighter marker
- 3-3" Binders and note paper
- Drafting Equipment: Available at the NIC bookstore in a set
  - Set square – 30/60/90 degree, Staedtler 964 16-60
  - Set square – 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H &

4H lead; .9mm in 2H lead

#### Personal Tools

- Carpenter Apron
- Tape Measure 25 inch Imperial and 8 meter metric
- Chalk Line & Reel
- 2' Level
- Nail Puller (cat's paw)
- Rafter Square (steel or aluminum)
- Cross Cut Handsaw (10 point)
- Utility Knife & Blades
- Speed Square
- 20-24 ounce Framing hammer

## ADMISSION

### Admission Requirements

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

### To Be Successful

- Students will find greater ease and success in their training if their abilities in mathematics, reading, and writing are at a sufficient level. NIC Assessment Services are also available to provide Math and English assessments year round. For students who do need to refresh their skills or upgrade in a few areas, those classes are available tuition-free at NIC.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, students are encouraged to complete reading in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## SCHEDULE

### Carpenter Apprenticeship Training Classes

*(as of February 29, 2012)*

Dates and classes may change or be cancelled depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete

all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

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

- 2012 Fall: October 1st – November 9th
- 2013 Spring: March 25th – May 3rd
- 2013 Fall: November 12th - December 20th
- 2014 Winter: February 17th - March 28th

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

- 2012 Fall: November 13th – December 21st
- 2013 Spring: May 6th – June 14th
- 2013 Fall: September 30th - November 8th
- 2014 Fall: April 1st - May 9th

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

- 2013 Winter: January 2nd – February 8th
- 2013 Fall: November 12th - December 20th
- 2014 Spring: May 12th - June 20th

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

- 2012 Spring: March 26th – May 4th
- 2012 Fall: November 13th – December 21st
- 2013 Winter: February 11th – March 22nd
- 2013 Fall: September 30th - November 8th
- 2014 Winter: January 6th - February 14th

Apprenticeship Training

## **Professional Cook (Culinary Arts)**

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### **HIGHLIGHTS**

#### **Program at a Glance**

*Professional Cook 1: 800 hours  
(27 weeks) approx.*

*Professional Cook 2: 400 hours  
(13 weeks) approx.*

*Professional Cook 3: 180 hours (6  
weeks) approx.*

**Tuition:** [From \\$2,050 to \\$590  
approx, depending on level +  
books/supplies](#)

**Where:** Campbell River, Port  
Alberni

**Starts:** September in Port Alberni;  
September & January in Campbell

#### **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.
- **Considering a career in the Canadian Forces?** NIC's

River

- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.
- Learn from highly experienced, qualified instructors in modern, fully-equipped training facilities.

**Career possibilities:** Graduates are qualified for positions with bistros, hotels, spa and destination resorts, extended care facilities, and more. Many have gone on to start their own catering and home businesses.

### Questions?

### Contact

#### Campbell River

Chris Hansen  
250-923-9746

Christine Lilyholm  
250-923-9783

#### Port Alberni

David Lang  
250-723-1106

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

Professional Cook program has been accredited by the Canadian Forces, and graduates can gain advanced standing as a cook (apprentice).

## 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.

NIC's Professional Cook program has been accredited by the Canadian Forces, and graduates can gain advanced standing as a cook (apprentice). 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 [Paid Education](#).

## Career Opportunities

Career opportunities such as pastry cooks and bakers, sous chefs and executive chefs are based on an individual's goals, experience and abilities. Positions in bistros/restaurants, cruise ships, fishing/eco-tourism resorts, catering companies, hospitals, hotels, logging and mining camps, spa and destination resorts, specialty food services, extended care facilities and culinary tourism are examples of the many opportunities available to graduates. Graduates have also gone on to open their own catering and home businesses.

## Related Programs

After five years at the Journey person level, one may enter the Chef de Cuisine certification program available through the Canadian Culinary Federation.

## Supply List

### Mandatory

- 2" 3 ring binders (4)
- Paper, pens, pencils ,highlighter
- Metric conversion calculator – Recommend Sharp EL-520WBBK
- Texts for the program (available at the NIC Bookstore)

**Note:** The following supplies are also mandatory but do not purchase until after the first day of class upon consultation with the instructor.

- French knife – 10"
- Boning knife - 6"
- Paring knife - 3" or 4"
- Bread Knife
- Carving Knife
- Steel – 14"
- Vegetable peeler (floater type)
- Parisienne scoop
- Instant read thermometer
- Citrus zester
- Carrying case
- Digital timer.
- Digital Scale
- Pastry Scraper
- WCB approved footwear – non-slip soles, closed toe shoes
- Uniform: Chef jacket, black & white check pants, 4 way or bib apron ( 2 sets of each)
- Black pill box hat
- Bar wipes (12)

## ADMISSION

### Before Classes Begin

**Professional Cook 1 (PC1):** Once you have been accepted to the program but before classes begin, you are required to complete and submit the following questionnaire to Student Services/Registration. Download the PDF or pick up a copy at Student Services. (Exception: High school students applying through the Dual Credit

application process do NOT need to submit the questionnaire.)

- [Culinary Arts Industry Questionnaire](#)

## Admission Requirements

### Professional Cook 1

1. Successful North Island College Culinary Arts program assessment. For more information, check the [Culinary Arts Assessment Study Information](#).
2. Successful completion of FoodSafe Level 1

### Professional Cook 2

1. Professional Cook 1 Certification, which includes successful completion of Professional Cook 1 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 400 documented workplace hours for a total of 1,000 hours.

### Professional Cook 3

1. Professional Cook 2 Certification, which includes successful completion of Professional Cook 2 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 760 documented workplace hours for a total of 2,000 hours.

## CURRICULUM

### 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 program you must attain a minimum of 70% throughout the program.

Apprenticeship Training

# Electrician Apprenticeship Training

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## HIGHLIGHTS

Program at a Glance

Why Choose North Island College?



Industry Training Authority (ITA)  
approved

**Tuition:** \$835 approx per level +  
[books/supplies](#)

**Where:** Campbell River

**Starts:** See schedule below

- Advance your skills and qualifications in the electrician trade
- Work towards your Interprovincial (Red Seal) designation

### Questions?

### Contact

#### Campbell River

Sandra Billard  
250-923-9710

#### Port Alberni

Jane Nielsen  
250-724-8703

#### Comox Valley

Sharon Bouchard  
250-334-5017

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

- **Quality education.** 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.
- **Excellent facilities. Exceptional value.** We have up to date shops and equipment and highly experienced instructors. Our tuitions are some of the lowest in the Province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- **Industry approved training.** NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

## Electrician Technical Training

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

ELA 100, Level 1, 10 weeks - Campbell River  
ELA 200, Level 2, 10 weeks - Campbell River  
ELA 300, Level 3, 10 weeks - Campbell River  
ELA 400, Level 4, 10 weeks - Campbell River

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

## Supply List

### Required

- Calculator – Sharp EL-520WBBK or equivalent
- HB pencils
- Highlighter marker
- 1 set coloured pens or pencils
- Plastic rule – 12"
- protractor
- Binders
- Note paper
- Safety glasses
- Text books and learning guides – details provided at NIC Bookstore

### Optional

- Coveralls
- Digital Multimeter CAT III minimum (see instructor)
- 1/4" engineers graph paper (1 pad)

## ADMISSION

### Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Electrical" and the level of training as the program name.

3. Complete and submit the [NIC Apprentice Training Registration](#) form.

## To Be Successful

- Students will find greater ease and success in their training if their abilities in mathematics, reading, and writing are at a sufficient level. NIC Assessment Services is available to provide Math and English assessments year round. For students who do need to refresh their skills or upgrade in a few areas, those classes are available tuition-free at NIC.
- Students are encouraged to develop a workplace plan with their employer to make sure they are practicing all related trade skills listed in the Handbook program outline.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, students are encouraged to complete reading in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## SCHEDULE

### Electrician Apprenticeship Training Classes

*(updated January 25, 2012)*

Dates and classes may change or be cancelled depending on demand.

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

#### ELA-100 – Electrical Apprenticeship Level 1

- 2012 Summer: August 7th – October 12th
- 2013 Summer: August 6th – October 11th
- 2014 Winter: January 6th – March 14th

#### ELA-200 – Electrical Apprenticeship Level 2

- 2012 Fall: October 15th – December 21st
- 2013 Winter: March 11th – May 17th
- 2013 Fall: October 14th – December 20th
- 2014 Winter: March 17th – May 23rd

#### ELA-300 – Electrical Apprenticeship Level 3

- 2012 Fall: October 15th - December 21st
- 2013 Winter: January 2nd - March 8th
- 2013 Winter: March 11th – May 17th
- 2014 Winter: January 6th – March 14th

## ELA-400 – Electrical Apprenticeship Level 4

- 2012 Winter: March 12th to May 18th
- 2013 Winter: January 2nd – March 8th
- 2013 Fall: October 14th – December 20th
- 2014 Winter: March 17th – May 23rd

Apprenticeship Training

# Heavy Duty Apprenticeship Training

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## HIGHLIGHTS

### Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** \$505 approx per level +  
books/supplies

**Where:** Campbell River

**Starts:** See schedule below

- Advance your skills and qualifications in the heavy duty mechanics trade
- Work towards your Interprovincial (Red Seal) designation

### Questions?

### Contact

**Campbell River**  
Sandra Billard  
250-923-9710

**Port Alberni**  
Jane Nielsen  
250-724-8703

**Comox Valley**  
Sharon Bouchard  
250-334-5017

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

### Why Choose North Island College?

- **Quality education.** 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.
- **Excellent facilities. Exceptional value.** We have up to date shops and equipment and highly experienced instructors. Our tuitions are some of the lowest in the Province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- **Industry approved training.** NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

## Heavy Duty Technical Training

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

HVA 100 Level 1, 6 weeks - Campbell River

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on Apprenticeships visit the ITA website at [www.itabc.ca](http://www.itabc.ca).

## Supply List

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

Students are required to provide the following list of basic supplies and tools:

- Coveralls
- Steel-toed safety boots or shoes (WCB approved)
- Safety glasses (CSA approved)

- Pens, pencils, eraser, paper
- Calculator – Recommend Sharp EL-520WBBK
- Text books and learning guides for the level

All supplies are available for purchase at the NIC Bookstore.

## ADMISSION

### Admission Requirements

1. Applicants must be ITA registered apprentices with successful completion of Module One or Foundation program.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Heavy Duty" and the level of training as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

### To Be Successful

- Students will find greater ease and success in their training if their abilities in mathematics, reading, and writing are at a sufficient level. NIC Assessment Services is available to provide Math and English assessments year round. For students who do need to refresh their skills or upgrade in a few areas, those classes are available tuition-free at NIC.
- Students are encouraged to develop a workplace plan with their employer to make sure they are practicing all related trade skills.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, students are encouraged to complete reading in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## SCHEDULE

### Heavy Duty Apprenticeship Training Classes

*(updated May 25, 2011)*

Dates and classes may change or be cancelled depending on demand.

Please call 250-923-9700 for the latest updates.

#### HVA 100 – Heavy Duty Apprenticeship Level 1

- 2012 Spring, May 22nd – June 29th

# Plumbing Apprenticeship Training

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## HIGHLIGHTS

### Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** Levels 1 to 3 = \$505  
approx per level, Level 4 = \$670  
approx

**Where:** Campbell River

**Starts:** See schedules below

- Advance your skills and qualifications in the plumbing and piping trade
- Work towards your Interprovincial (Red Seal) designation

### Questions?

#### Contact

##### **Campbell River**

Sandra Billard  
250-923-9710

##### **Port Alberni**

Jane Nielsen  
250-724-8703

##### **Comox Valley**

Sharon Bouchard  
250-334-5017

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

### Why Choose North Island College?

- **Quality education.** 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.
- **Excellent facilities. Exceptional value.** We have up to date shops and equipment and highly experienced instructors. Our tuitions are some of the lowest in the Province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- **Industry approved training.** NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

## Plumbing Technical Training

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

PBA 100, Level 1, 6 weeks - Campbell River  
PBA 200, Level 2, 6 weeks - Campbell River  
PBA 300, Level 3, 6 weeks - Campbell River  
PBA 400, Level 4, 8 weeks - Campbell River

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on Apprenticeships visit the ITA website at [www.itabc.ca](http://www.itabc.ca).

## Supply List

Students are required to provide the following list of basic supplies and tools:

- Steel Toed Boots or Shoes
- Safety glasses – CSA approved
- Gloves
- Coveralls
- Hard hat
- Tape measure (25 inch Imperial and 8 meter Metric)
- Metric Conversion Calculator Recommend: EL520-WBBK or EL-520X
- Pencils, highlighter, binder & notepaper
- Drafting Equipment: Available at the NIC bookstore in a set
  - Set square – 30/60/90 degree, Staedtler 964 16-60
  - Set square – 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H &

4H lead; .9mm in 2H lead

- Text books and learning guides for the level – details provided at NIC Bookstore

## ADMISSION

### Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Plumbing and Piping" and level of training as the program name.
3. Complete and submit the [NIC Apprenticeship Training Registration](#) form.

### To Be Successful

- Students will find greater ease and success in their training if their abilities in mathematics, reading, and writing are at a sufficient level. NIC Assessment Services is available to provide Math and English assessments year round. For students who do need to refresh their skills or upgrade in a few areas, those classes are available tuition-free at NIC.
- Students are encouraged to develop a workplace plan with their employer to make sure they are practicing all related trade skills listed in the Handbook program outline.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, students are encouraged to complete reading in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

## SCHEDULE

### Plumbing Apprenticeship Training Classes

*(as of February 29, 2012)*

Dates and classes may change or be cancelled depending on demand.

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

#### PBA-100 – Plumbing Apprenticeship Level 1

- 2012 Winter: February 27th – April 5th
- 2012 Fall: November 13th – December 21st
- 2013 Fall: September 30th - November 8th

#### PBA-200 – Plumbing Apprenticeship Level 2

- 2012 Winter: April 10th - May 18th
- 2013 Winter: April 29th - June 7th

- 2013 Fall: November 12th - December 20th

**PBA-300 – Plumbing Apprenticeship Level 3**

- 2012 Fall: October 1st - November 9th
- 2014 Winter: April 28th - June 6th

**PBA-400 – Plumbing Apprenticeship Level 4**

- 2013 Winter: March 4th – April 26th
- 2014 Winter: March 3rd - April 25th

# Woodland Harvesting

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## Program at a Glance

*26-week Employment Skills  
Access program*

**Tuition:** \$0 for those who meet  
ESA criteria, see admission tab  
below

**Where:** Campbell River, Port  
Alberni, Port Hardy

**Starts:** February 2012 in Mt.  
Waddington and Campbell River,  
May 2012 in Port Alberni

- Participate in this 6 ½ month instructor-led program that leads from theory to hands-on practice.
- From road building training to harvesting fundamentals, graduates will gain skills that will give them an edge when applying for entry-level positions.

**Career Opportunities:** Graduates will be ready for entry-level positions in the forestry industry, such as a pre-commercial thinner, sawyer, swamper, plantation worker, or member of a logging crew.

## Questions?

### Contact

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

Lynn Weaver  
250-923-9781  
1-800-715-0914  
[lynn.weaver@nic.bc.ca](mailto:lynn.weaver@nic.bc.ca)

## HIGHLIGHTS

### Why Choose North Island College?

- **Free tuition for eligible students.** The Employment Skills Access programs are designed to help unemployed or low-skilled individuals gain employment. For participants who meet the eligibility requirements, tuition and books are provided.
- **Your community, your college.** NIC's programs are developed to meet community need, and tailored to help maximize future career opportunities in the region.
- **Learn from the best.** At NIC, you will learn from professionals who understand the current job market and what it takes to succeed.

### Program Highlights

The Woodland Harvesting Certificate program is designed for individuals with limited experience who wish to enter, or re-enter, the forestry sector and pursue entry-level forestry positions.

The program is delivered over 26 consecutive weeks and is comprised of instructor-led theory and practical applications across each curriculum module. Classes run five days a week, from 8:30 am to 3:30 pm, Monday through Friday. The program has limited capacity due to the applied nature of the training.

Tuition and materials are available for participants that meet the criteria of the ESA program.

### Career Opportunities

Graduates will be ready for entry-level positions in the forestry industry, such as a pre-commercial thinner, sawyer, swamper, plantation worker, or member of a logging crew.

## ADMISSION

### Admission Requirements

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

- The applicant is unemployed, and has not been on EI or attached to EI in the past three years
- The applicant is low-skilled and employed, but does not have any post-secondary education.

Continuing Education staff will work with applicants to complete the rigorous application process and determine eligibility. Students are



required to complete all training modules, providing a fundamental foundation preparing graduates for entry level positions.

If you are interested in applying, please contact [Cheryl O'Connell](#) at 250-923-9721.

## **CURRICULUM**

### **Program Requirements**

The program consists of the following curriculum:

- Occupational Health and Safety
- Essential Workplace Skills
- Wildlife and Forest Resource
- Harvesting Fundamentals
- Silviculture Fundamentals
- Cruising Fundamentals
- Fundamental Engineering and Development
- Fundamental Road Building and Heavy Equipment Operations or Driver Training
- Career Success
- Work Experience

# Adult Basic Education

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## HIGHLIGHTS

### Program at a Glance

*High school equivalent courses - all levels up to Grade 12*

**Tuition:** \$0 + [books/supplies](#)

**Where:** College Wide

**Starts:** September, January, May, June

- Take or upgrade high school level courses in English, math, and sciences
- Join a supportive classroom environment with other adult learners
- Prepare for entry into business, health, trades, and university transfer

### Questions?

#### Contact

Student Services

1-800-715-0914

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

### Why Choose North Island College?

- **College is NOT high school.** At NIC, you are part of an adult learning community, with fellow classmates who are working toward a specific goal.
- **Your classes are flexible and free.** Upgrading classes offer a variety of daytime and evening classroom sessions that you can work around your personal schedule. Plus, the courses are free. You only pay for books. And funding may be available to cover those costs. Fees range from \$5 to \$50 depending on the course.
- **You'll start at a level that feels right for you.** Our skills assessments make choosing courses easy, ensuring that you are placed in the right class level for success.
- **We'll help you keep up.** At NIC, you'll work through your lessons at your own pace, but you won't be all alone. Our instructors help you keep moving forward, providing extra instruction and encouragement every step of the way.

### Did you know ...

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

**You might not need math.** Depending on the program, you may only need a C in English and no math at all. Even if you do need to upgrade or refresh your skills, you can often take upgrading and start your college program at the same time.

**You can finish your Grade 12 along the way.** If you're planning to take a college program, you can also take Upgrading courses at the same time and graduate from college with your Grade 12 [BC Adult Grad diploma](#), too. This may qualify you for a wider range of job opportunities. Ask a student advisor for details.

### How Does Upgrading Work?

Our student advisors will work with you to recommend courses best suited to your current skill level.

1. Speak to an advisor to find out if you need to upgrade.
2. Apply to the Adult Basic Education (ABE) program
3. Take a level assessment or try to remember where you left off in high school
4. Work with your advisor to develop your course plan
5. Register and start classes

### Course Timetables / Study Options

You will find a wide variety of upgrading courses available at all NIC locations in September, January, May and June. Courses

are self-paced within a four-month time frame with instructor support and follow up.

Student advisors at your nearest campus or centre will provide a current timetable of courses suited to your goals, including in-class and distance options that make it possible for you to build your timetable around jobs and child care.

Contact a [student advisor](#) to make your appointment today.

## ADMISSION

### 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
- ENG 052 Advanced English
- ENG 060 Introduction to Literature
- ENG 062 Provincial Technical English
- ENG 098 Essay Writing and Critical Reading

### Mathematics

- MAT 017 Fundamental Math Level 1
- MAT 018 Fundamental Math Level 2
- MAT 019 Fundamental Math Level 3
- MAT 025\* Fundamental Mathematics Level 3
- MAT 027 Fundamental Math Level 4
- MAT 028 Fundamental Math Level 5
- MAT 029 Fundamental Math Level 6
- MAT 033 Intermediate Mathematics I
- MAT 034 Intermediate Mathematics II
- MAT 046 Advanced Level – Developmental Mathematics II or
- MAT 053 Advanced Mathematics or
- MAT 054 Advanced Business and Technical Mathematics
- MAT 060 Provincial ABE Mathematics

**\*Please Note:** MAT 025 will still be offered in the Fall 2012 to accommodate any current students who need this course in order to meet any program pre-requisites. The material covered in MAT 025 has now been integrated into 3 new courses; MAT 027, MAT 028 and MAT 029.

### 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

- 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

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## HIGHLIGHTS

### Program at a Glance

*Grade 12 equivalency diploma*

**Tuition:** \$0 + books/fees or higher depending on your chosen courses.

**Where:** College Wide

**Starts:** Sep, Jan, May, June

- Complete your high school graduation, increase your

### Why Choose North Island College?

- **College is NOT high school.** At NIC, you are part of an adult learning community, with fellow classmates who are working toward a specific goal.
- **Your past high school grades don't matter.** What matters is where you're headed. We'll help you get started at a level that feels right, and you'll move forward at your own pace with one-on-one instructor support.
- **You'll start at a level that feels right for you.** Skills assessments make choosing courses easy, ensuring that you are placed in the right class level for success.

career options, and meet the entry requirements for university programs.

- Choose from flexible schedule options that work around family and jobs.
- Learn at your own pace in a supported classroom environment with other adult learners.

**Career possibilities:** Grade 12 completion will open up a wider variety of career opportunities, including entry level positions with government agencies and businesses in local industries.

### Questions?

### Contact

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

## Did you know ...

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

If you're planning to take any other [North Island College program](#), you can earn credit toward completion of your BC Adult Grad diploma - with the same courses. For example, many trades programs earn you three of five required course credits toward your Grade 12. And completing your Grade 12 may qualify you for a wider range of job opportunities upon graduation. All college courses 100-level or higher are eligible. Contact a student advisor for details.

## Flexible Course Schedules

You will find a wide variety of upgrading courses available at all NIC locations in September, January, May and June. Courses are self-paced within a four-month time frame with instructor support and follow up. Student advisors at your nearest campus or centre will provide a current timetable of courses suited to your goals, including in-class and distance options that make it possible for you to build your timetable around jobs and child care.

## Come talk to us

Our [student advisors](#) are available by appointment (on campus or by phone) to talk to you about all your upgrading options, Grade 12 completion, and how we can help set up a study plan that fits your goals.

## ADMISSION

### Admission Requirements

1. Must be 19 years or older at the time of completion. 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.
2. Complete and submit the NIC Application for Admission form, writing BC Adult Grad diploma as the program name.
3. Meet with a Student Advisor to discuss your goals and course options. A skills assessment may be booked at this time to ensure you are placed at the right level for success.

## CURRICULUM

### 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, any three courses from the following Adult Basic Education provincial level or higher-level courses:
  - 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 Provincial ABE Social Studies (Twentieth Century History)
- MAT-060 Provincial ABE Mathematics
- MAT-066/067 College Algebra IIA & IIB
- PHY-060 College Preparatory Physics II
- Any 3-credit course at a university level, which includes any 100-level course in [University Studies & Transfer](#), [Business](#), [Tourism](#), [Fine Arts](#), [Interactive Media](#), [Community Care](#), and [Heath Care](#).
- Any course within a [Trades and Technology program](#) at NIC. Courses must be at least 100 hours in duration or combined to equal at least 100 hours to be counted as a full course.

## Completion Requirements

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

1. Be granted credit for at least 3 courses as an adult at NIC, through the secondary school system, or through prior learning assessment (PLA).
2. Have completed at least one course through North Island College.
3. Complete all required and elective requirements listed under BC Adult Graduation diploma program overview.
4. Earn at least 20 credits in the secondary system or complete 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

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## HIGHLIGHTS

### Program at a Glance

*Accredited English language courses from pre-intermediate to university and college qualifying levels*

**Tuition:** \$0 for those who meet [Government of Canada rules \(see Highlights below\)](#)

**Where:** Campbell River, Comox Valley

**Starts:** September, October, January, February, May, June, July

- Our Academic English Language program, offered in the Comox Valley, welcomes international students, new Canadians,

### Government of Canada Tuition Free Rules

Canadians, permanent residents, individuals selected to become permanent residents, live-in caregivers and refugees – tuition fees may be paid by the government. Register in person and bring proof of your Canadian citizenship or immigration status. This initiative is made possible through funding from the Government of Canada.

### 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. [Welcome BC](#) sponsors this program. Availability is subject to funding.

## Academic English Language

and permanent residents into courses from Pre-Intermediate to University and College preparation.

- Our ESLA program offers beginner English training and covers life skills needed in Canadian society for new immigrants and refugees.
- Government of Canada initiatives make it possible for Canadians, permanent residents, individuals selected to become permanent residents, live-in caregivers and refugees to have tuition fees paid for this program.

**Career possibilities:** Our English Language program and courses help students build confidence, develop fluency, and prepare for the workplace and for university and college programs.

### Questions?

### Contact

#### North Island College International

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

International Students  
1 250 334 5033 ext. 1  
[study@nic.bc.ca](mailto:study@nic.bc.ca)

Our Academic English Language program prepares students for entrance into university and college programs. The program offers four levels including pre-intermediate, intermediate, advanced, and university/college preparation. Each level provides courses in reading/writing, speaking/listening as well as grammar. Available electives include pronunciation, IELTS preparation and a seminar course which individualizes instructional support.

- Pre-intermediate courses provide students the foundational skills for learning the English language.
- Intermediate courses are designed primarily to assist students with the English they need in everyday situations and provide development of the key skills needed for the academic English study.
- Advanced courses continue the student's academic study of English with focus on effective strategies for composing in English, including pre-writing, revising, and editing as well as reading and spoken comprehension and vocabulary building.
- University and college qualifying courses 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.

## Preparing for College or University?

Our Jump Start program offers direct entry into academic degree diploma and certificate programs and includes the university and college qualifying English language courses. Students who complete ESL 090 as part of the Jump Start program will not require a language placement test (that is, no requirement for TOEFL or IELTS testing).

## ADMISSION

### Admission Requirements

Students are assessed by an ESL faculty member to determine the most appropriate courses for registration and success. An assessment may be done on campus by registering at Student Services. Off campus assessment is also available. Email [www.study@nic.bc.ca](mailto:www.study@nic.bc.ca) for more information.

Our Jump Start program offers direct entry into academic degree diploma and certificate programs and includes the university and college qualifying English language courses. To be admitted to this program you must be assessed at ESL-089 / ESL-090 and meet the other admission requirements for your university or college program.

## COURSES

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

### Pre-Intermediate Level

- ESL 003 - Pre-Intermediate Reading & Writing
- ESL 008 - Pre-Intermediate Listening and Speaking

### **Intermediate Level**

- 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**

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

### **University and College Qualifying Levels**

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

### **Electives**

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



## Courses

### **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

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall, 2013 Winter, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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### **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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### **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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**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

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Summer, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Winter, 2013 Winter

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## **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 146, ABT 151 and ABT 102.

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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)

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Summer, 2012 Fall, 2013 Winter, 2013 Spring, 2013 Summer

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **ABT-188**

### **MEDICAL BILLING PROCEDURES --COMPUTERIZED**

*Online, 1 credit*

Medical Billing - Computerized course will provide students with the use of specialized computer software for the billing of medical services to MSP, ICBC, WCB as well as other private insurers.

**Prerequisite(s):** Successful completion of Office Assistant I Certificate, ABT 187

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **ABT-189**

### **CLINICAL PROCEDURES AND PRACTICE**

*Online, 2 credits*

Clinical Procedures and Practice is designed to enable the Medical Office Assistant to perform basic clinical procedures including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities. Students will be required to setup either a private skills assessment session with a Registered Nurse in their community OR attend a 2 day skills assessment in Vancouver, BC (all costs paid by student).

**Prerequisite(s):** English pre-requisite for the Applied Business Technology program, and ABT 020

**Offered in the following terms:** 2012 Summer, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2013 Winter

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter



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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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### **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

This course is not offered in any upcoming terms

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### **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

**Offered in the following terms:** 2012 Winter

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### **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

This course is not offered in any upcoming terms

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### **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

**Offered in the following terms:** 2012 Winter

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**AED-035**  
**SELF EMPLOYMENT SKILLS**

*108 hours*

Students will plan and participate in small profit generating activities.

**Prerequisite(s):** Admission interview with ASD instructor

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**AED-038**  
**LITERACY FOR LIFE**

*Seminar, max of 192 hours*

This course is designed to increase literacy skills, and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students are involved in determining the content, and their individual goals, and they assist in the evaluation process through ongoing self assessment. The course instructor integrates the individual learning goals /information with informal and formal assessments.

**Prerequisite(s):** Admission interview with ASD instructor

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**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

This course is not offered in any upcoming terms

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**AED-048****LITERACY: BOOK CLUBPLA**

*2.5 hours lecture*

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry, and plays.

**Prerequisite(s):** Admission interview with ASD instructor.

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**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

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **AIR-020**

### **AIR BRAKES OPERATING SKILLS**

*20 hours*

Air Brakes Operating Skills is an ICBC approved course. It is mandatory to complete this training before you can add an Air Brake Endorsement to your license. The course consists of 16-hours of class time and a four hour practical component. You will receive verification of training from your instructor upon completion. You must present this verification to ICBC and write the knowledge test for Air Brakes within 90 days of taking the course. Note: Bring a bagged lunch and beverage.

**Prerequisite(s):** Valid BC driver's license.

**Offered in the following terms:** 2012 Spring, 2012 Summer

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## **ALEC-0001**

### **PORT ALICE ELDERCOLLEGE MEMBERSHIP DUE**

*Held at Port Alice*

ElderCollege is designed for students looking for a unique community of adult learners without exams, grades or pressure.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall

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## **ALEC-1145**

### **PAPER MAKING**

*Held at Port Alice*

Here's a good use for all that junk mail and waste paper; make it into beautiful paper for home-made greeting cards, unique and personalized stationery or thick and textured paper for watercolour and acrylic painting. If you make an especially nice one, you might even want to frame it and put it on your wall to enjoy for its own sake. Experiment with different colours of paper, adding flowers, adding onion and garlic skins and other natural, fibrous materials. All materials will be supplied; however, you can bring any flowers or flower petals from your garden and other interesting fibrous materials to add to the excitement of experimentation. Return the following weekend to receive a quickie lesson in watercolour painting - suitable for both beginning and intermediate artists- on one of your specially made papers.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-1520**  
**INTRODUCTIONS TO WATERCOLOURS**

*Held at Port Alice Instructor: Dorothy Cousins*

Join Grace Olsen, retired teacher and well-known Port Alice artist for an introduction to watercolours. Paint a greeting card in an afternoon. Subject will be the Frigon Islands. Maximum of 10 participants.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-2335**  
**CREATIVE WRITING- PERSONAL RECOLLECTION**

*Held at Port Alice*

Every person, every family, has a history and a story to tell. Port Alice resident Walter Miller has just completed the first part of his memoirs, in which he included pictures from his family album. He will share his experience with others and show how he arranged his memories and incorporated photos and even music into his project. Walter has also written two children's books that evolved from stories he told his kids at bedtime, as well as a family cookbook. Getting started is always the most difficult part of the writing project. Walter's ideas and encouragement will help you.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-2750**  
**DIGITAL PHOTOGRAPHY**

*Held at Port Alice Instructor: Dorothy Cousins*

Learn to use your digital camera.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-3340**  
**LAW FOR SENIORS**

*Held at Port Alice Instructor: Dorothy Cousins*

Learn the importance of making a will, estate law and living wills.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-3525**  
**FINANCIAL PLANNING FOR SENIORS**

*Held at Port Alice Instructor: Dorothy Cousins*

Michelle Tovtsigo, Branch Manager at Scotiabank branches in Port Hardy and Port Alice has been with the bank for 13 years and in that time obtained a Personal Financial Planner Designation through the Institute of Canadian Bankers. She will discuss the amendments to the Canadian Pension Plan that are being phased in from 2011-2016, and also pensions and information that will help you in making decisions about your financial future.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4028  
WII FOR SENIORS**

*Held at Port Alice Instructor: Dorothy Cousins*

Learn how to use Wii games with Corrine Tiberghien and Tanya Spafford. A variety of games will be available to try out - from tennis to bowling to dancing to board games. Have fun while keeping your mind and body active!

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4029  
SENIOR AND YOUTH MASHUP**

*Held at Port Alice Instructor: Dorothy Cousins*

Here's your chance to get tech help from Port Alice youth. A teen tech team will answer questions and demonstrate cell and smartphones, game players, tablet computers and ereaders. Bring your questions, equipment and manuals.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4031  
LEARN TO USE KOBO**

*Held at Port Alice Instructor: Cheryl Reaume from VIRL*

Discover a new way to read! Get introduced to the Kobo reader that enables you to download eBooks and audiobooks from the Vancouver Island Regional Library. Learn to access your ebooks from the VIRL website onto the Kobo reader or other iPad devices.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4035  
TURNING VINYL RECORDS TO DIGITAL MUSIC**

*Held at Port Alice*

In a dusty seldom-visited corner of your basement do you have a stack of vinyl



records- 33 1/3s, 45s, or even 78s? (If you know what these numbers refer to, you probably do!). Is your old-school turntable and stereo system long gone? Yet you would like to play those old tunes again, turn them into CD's or into a format you can play on an MP3 player (like an iPod)? Port Alice resident Mary Murphy will show you how, with a readily available turntable connected to an ordinary computer, your much-loved music can be part of your life again. She will also include a brief (and non-technical) overview of the world of digital music, so you can decide if transforming your vinyl is the way to go.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4040**  
**BUYING YOUR NEXT ELECTRONIC DEVICES**

*Held at Port Alice*

The manager of The Source in Port Hardy, will dispel the mysteries surrounding some of the latest advancements in technology. This workshop includes some hands on experience with tablet style computers, learning some key functions on a cell phone and an introduction to the expansive field of digital photography.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4120**  
**INTRODUCTION TO COMPUTERS & INTERNET**

*Held at Port Alice*

Get a brief history of computers. Become familiar with the different types of computers, from desktops to iPods. Learn about the main components of computer hardware; then, become acquainted with the software applications and operations systems that make it work. Get introduced to the internet through Google, gmail, twitter and Skype. Some familiarity and previous experience with computers in beneficial.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4125**  
**INTERNET SECURITY**

*Held at Port Alice*

Learn the importance of internet security.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4130**  
**INTRO TO COMPUTERS AND SOCIAL MEDIA**

*Held at Port Alice*

This course is an introduction to computers, beginning with the very basics and focusing on Internet, Email and Windows.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4132  
BUILDING A BETTER SEARCH**

*Held at Port Alice Instructor: Dorothy Cousins*

Don't waste your time! Learn how to improve your techniques for searching the Internet.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-4135  
GETTING TO KNOW YOUR COMPUTER**

*Held at Port Alice Instructor: Dorothy Cousins*

A basic introduction to computers - learn how to turn the computer on and off, use the mouse, get into programs and find your way around on the computer's screen. Also practice working with text: making it readable, highlighting, "copy and paste" and deleting.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-5310  
HOW TO REDUCE THE RISK OF STROKES**

*Held at Port Alice Instructor: Dorothy Cousins*

Dr. Ian Mackenzie will discuss how to reduce the risk of strokes. Elaine Tregonning, public health nurse will provide local information and guidance. Follow up care and concerns will also be addressed.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-5325  
BENEFITS OF FOOT MESSAGE**

*Held at Port Alice*

Learn the many benefits of foot massage.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-5960  
FLY TYING**

*Held at Port Alice*

Learn how to fly tie.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-6390  
HUMAN SECURITY AND CLIMATE CHANGE**

*Held at Port Alice*

Over the past years we have heard that climate change has the potential to impact our lives. This lecture will introduce the concept of Human Security and explore how climate change is currently impacting our world through the lens of human security. From increasing desertification, the associated challenges to macro livelihood diversification to the social costs of violent human conflict contributed to climate change will introduced and explored. Sponsored by the Port Alice Elder College, this lecture is open to the general public. Minors under the age of 18 must be accompanied by an adult.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-6850  
DRIVING FOR SENIORS**

*Held at Port Alice*

Learn ways to drive safely as we age.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-7210  
GOURMET COOKING**

*Held at Port Alice*

Rose Klein-Beekman, an experienced gourmet cook, will give a course on cooking with a little extra special flair. She will discuss menu planning, offer cooking tips, share ideas for finishing touches and showcase plating ideas. There will be a maximum of 8 participants so that all can participate. There will be a \$20.00 materials fee charged for this course.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-7220**  
**MAKING PEROGIES**

*Held at Port Alice*

Learn to make perogies the way Deb Shymoniak's "Baba" did. Learn the special techniques for folding and closing the perogy that, until now, are usually only passed on through Slavic family trees. You will even be introduced to some little known variations of perogy stuffing, including one that might surprise you! Once you've mastered the art of making your own home-made perogies, you will never be able to eat factory-made one ever again!

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-7240**  
**GREEK COOKING**

*Held at Port Alice*

Learn to make Greek food with Kerry Christou.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-7250**  
**CANNING SALMON**

*Held at Port Alice*

Learn to can salmon using the tried and true water bath method, that tends to make the fish bones softer. The first part of the lesson will demonstrate how to cut and prepare the salmon and put it into jars. Discover the surprisingly simple recipe that can preserve your prized catch for years.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-7260**  
**HEART HEALTHY COOKING**

*Held at Port Alice*

Learn ways to cook to maintain your health.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-7390**  
**WINE PAIRING**  
*Held at Port Alice*

Learn to pair food with the right wine.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**ALEC-8149  
BIRDING FOR BEGINNERS**

*Held at Port Alice*

Join Malcolm Island Bird Club member Annemarie Koch for an introduction to birds and birdwatching. Learn the basics of bird identification by sight and sound, discover some of the habits and habitats of local birds and find out about North Island birding events and resources.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **AMV-107**

### **SUSPENSION SYSTEMS**

90 hours

This module introduces suspension systems and their servicing.

**Prerequisite(s):** Admission to the Automotive Service Technician Program

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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.

**Offered in the following terms:** 2012 Fall

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**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.

**Offered in the following terms:** 2013 Winter

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**ANT-260**  
**FORENSIC ANTHROPOLOGY**

*1.5 hours lecture, 1.5 hours lab, 3 credits*

This is an introductory course of forensic anthropology, a branch of physical anthropology. Forensic anthropology involves human osteology, and is directed towards identifying human remains for legal purposes. Students will learn to assess through physical remains the sex, stature, and 'age at death' of human

specimens, as well as the validity of determining 'genetic heritage'. Students will learn to understand how teeth and bones can give evidence of behavioural patterns, trauma and disease, and how to assess cause and manner of death, and the effect of a postmortem interval on determining the above.

**Prerequisite(s):** ANT 151

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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**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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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**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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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**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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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**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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **ASM-123**

### **TOOLS AND EQUIPMENT**

*120 hours*

This course provides an introduction to the selection, safe and correct use, and maintenance of hand tools, power tools, and shop equipment used to repair aircraft structures. In addition to this introduction specific operating and safety procedures will be learned as students select and use individual tools and equipment throughout the Aircraft Sheet Metal Program.

**Prerequisite(s):** Admission to the Aircraft Sheet Metal Technician Program

**Offered in the following terms:** 2012 Fall

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## **ASM-125**

### **STRD & SPCL FASTNRS- ID & INSTALLATIONS**

*27 hours*

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course students will learn about the types of fasteners used in aircraft construction, to prepare materials for the installation of a range of fasteners, and to correctly install fasteners.

**Prerequisite(s):** Admission to the Aircraft Sheet Metal Technician Program

**Offered in the following terms:** 2012 Fall

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## **ASM-129**

### **ARCRFT SYST, STRCTRS & DESIGN**

*140 hours*

In order to conduct repairs the technician should be familiar with aircraft structures, designs and on-board systems. This course provides a comprehensive overview of aircraft from the theory of flight, through the forces acting on aircraft and consequently fundamental design considerations and types of aircraft construction, to aircraft propulsion and operating systems.

**Prerequisite(s):** Admission to the Aircraft Sheet Metal Technician Program

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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 Foundations of Math 10 or Math 034. It is also recommended students have Biology 11 or BIO 051 & Chemistry 11 or CHE 051 with a C, although this is not required.

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring, 2013 Summer

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **BIO-159**

### **HUMAN ANATOMY & PHYSIOLOGY FR PRAC NURS**

*lecture, 5 credits*

This course gives an overview of the structure and function of 10 body systems. It also discusses various health promotion strategies that work toward optimal function of these systems.

**Prerequisite(s):** Biology 12 or NIC 060 or equivalent completed within 10 years

with a C or better.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Summer, 2013 Winter, 2013 Summer

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **BIO-201**

### **INTRODUCTION TO BIOCHEMISTRY-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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **BUS-100**

### **FINANCIAL ACCOUNTING FUNDAMENTALS**

*3 Hours lecture, 3 credits*

This course presents a balanced and integrated introductory view of financial accounting. Students will be introduced to financial statement preparation procedures and techniques as well as to the fundamental analysis of financial statements for decision makers. The concepts and principles (Generally Accepted Accounting Principles) that link preparation and use are given explicit attention. Credit will only be granted for either BUS 100 or BUS 112.

**Prerequisite(s):** C+ in Foundations of Math 11; or C in Principles of Math 11, Pre Calculus 11 or MAT 053; or assessment

This course is not offered in any upcoming terms

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## **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):** C+ in Foundations of Math; or C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or assessment.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013



## **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):** C+ in Foundations of Math 11; C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or assesement.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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):** C in Principles of Math 11, Pre Calculus 11 or MAT-053; or C+ in Foundations of Math 11; and C+ in one of Provincial English 12, ENG 060 or ENG 098; or assessment.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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 Windows 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.

**Prerequisite(s):** BUS 100 or BUS 112

This course is not offered in any upcoming terms

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## **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 Windows 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.

**Prerequisite(s):** Minimum Grade C in Principles of Math 11, Pre-Calculus 11 or MAT 053; or Minimum Grade C+ in Foundations of Math; or assessment.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall

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## **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 C in Principles of Math 11 or Pre Calculus 11; or C+ in Foundations of Math 11.

**Offered in the following terms:** 2012 Fall

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## **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 C in Principles of Math 11 or Pre Calculus 11; or C+ in Foundations of Math 11.

**Offered in the following terms:** 2013 Winter

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## **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 C in Principles of Math 11 or Pre Calculus 11; or C+ in Foundations of Math 11.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall

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**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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## 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

**Offered in the following terms:** 2013 Winter

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## 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

**Offered in the following terms:** 2012 Spring

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## 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

This course is not offered in any upcoming terms

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## **BUS-310**

### **RECRUITMENT AND SELECTION**

*3 hours lecture, 3 credits*

This course is a study of the recruitment, selection, and placement of talented employees in organizations, many of which operate in a competitive environment. A strategic perspective is employed in the analysis of each stage of the staffing process from the development and execution of Human Resource plans to an audit of the process.

**Prerequisite(s):** BUS 255

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **BUS-320**

### **COMPENSATION AND BENEFITS**

*3 hours lecture, 3 credits*

This course will provide knowledge about the art and science of compensation management in a competitive environment. Through the use of a project, students will have the opportunity to acquire knowledge and skills of compensation plan development.

**Prerequisite(s):** BUS 255

**Offered in the following terms:** 2013 Winter



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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Spring, 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**BUS-360**  
**INTERCULTURAL DIMENSIONS OF-INTERNATIONAL BUSINESS**

*3 hours lecture, 3 credits*

This course will provide students with the knowledge and skills that will enable them to better understand the impact of culture in the workplace. They will learn how business communications are impacted by various cultural dimensions, laws and corporate structure. They will also learn about strategies to effectively manage business communications in intercultural settings, whether in Canada or

other countries.

**Prerequisite(s):** 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **BUS-370**

### **INTERNATIONAL MARKETING**

*3 hours lecture, 3 credits*

This course introduces students to international marketing concepts. They will learn to assess the dynamic environment of international markets and identify opportunities in various international market segments, including those of emerging markets. They will also learn about international marketing strategies and ways to create a marketing mix that supports business strategy. Finally, they will learn about negotiation and management strategies in the international context.

**Prerequisite(s):** 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

**Offered in the following terms:** 2013 Winter

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## **BUS-375**

### **INTERNATIONAL FINANCIAL MANAGEMENT-BUSINESS**

*3 hours lecture, 3 credits*

This course deals with international finance from a Canadian perspective. Students will learn about international financial markets and institutions as well as issues related to foreign exchange markets, exchange rate risk, and sovereign risk. They will also gain an understanding of different corporate governance practices in different parts of the world.

**Prerequisite(s):** 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **BUS-397**

### **BUSINESS ADMINISTRATION CO-OPERATIVE-EDUCATION WORK TERM 3**

*Full-time work term, 3 credits*

This course provides students with a third opportunity for full-time paid employment in positions related to the student's program of study and is required for the student to receive a Co-operative Education Designation on their Degree. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit, the Work Term report and Power Point Presentation. The course provides an opportunity for students to "test-drive" their new skills, evaluate their employment goals and gain valuable employer contacts and references. Students may choose to have work terms with three different employers or environments, maximizing their experiences for future employment.

**Prerequisite(s):** BUS 197 BUS 297

**Offered in the following terms:** 2012 Spring

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## **BUS-410**

### **LABOUR RELATIONS**

*3 hours lecture, 3 credits*

This course serves as an introduction to the field of labour relations in both the private and public sectors. Aspects of the union-management relationship such as the establishment of union bargaining rights, the negotiation process, and the administration of a collective agreement will be examined.

**Prerequisite(s):** BUS 255

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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 BUS 217

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2013 Winter

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## **BUS-500**

### **INTERNSHIP - APPLIED BUSINESS**

*3 hours lecture, 3 credits*

This course consists of one semester full or part-time, paid or unpaid employment in a position related to business management studies. Students will have the opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered in the workplace. They will also learn new skills to enhance their future employment success and/or to prepare them for further academic study.

**Prerequisite(s):** 30 credits of PDD - Global Business Management. Must secure placement with an employer.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **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.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012



### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **CFN-110 APPLICATIONS OF CARPENTRY TRADES MATHPLA**

*Admission to Carpentry Access program 90 hours*

This course is intended to be taken concurrently with MAT 036. Students will learn math in context of trades-related problems by applying the mathematical concepts learned in MAT 036 to real world problems found within the shop.

**Prerequisite(s):** Admission to Carpentry Access Program

**Offered in the following terms:** 2011 Fall

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## **CHE-051 COLLEGE PREPARATORY CHEMISTRY I**

*3 hours lecture + 3 hours lab, online, or distance (D) with website support, 3 credits*

This course is designed for students requiring an introductory chemistry course as a prerequisite for further chemistry studies or for entry into various technical or career programs. The material covered is similar to B.C. Chemistry 11 and

the two courses can be regarded as equivalent for most purposes. Note: The distance course requires three 1-day lab sessions (all compulsory). Lab sessions for distance students will be held at selected locations. Students considering the distance option should check dates and locations for lab sessions.

**Prerequisite(s):** C+ in one of Math 10, Foundations of Math 10 or MAT 034.

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring, 2013 Summer

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## **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, or equivalent; and C+ in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

**Offered in the following terms:** 2013 Winter

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## **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 C in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060. Physics 11 and PHY 050 is strongly recommended.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **CHE-152**

### **ENGINEERING CHEMISTRY**

*3 hours lecture + 3 hours lab, 3 credits*

1st year University level foundation course in Chemistry designed as an essential prerequisite required by UT engineering departments. CHE 152 includes thermochemistry; atomic and molecular structure; chemical bonding; gases, liquids, and solids; equilibrium; acids-bases; chemical thermodynamics; electrochemistry. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

**Prerequisite(s):** C+ in Chemistry 12 or CHE 060; and C in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060. Physics 11 and PHY 050 is strongly recommended.

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Fall, 2014

## **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

**Offered in the following terms:** 2012 Fall, 2013 Spring, 2013 Fall, 2014 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Fall, 2014 Spring

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Fall, 2014 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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**CRM-131****INTRODUCTION TO THE CRIMINAL JUSTICE-SYSTEM**

*3 hours lecture, 3 credits*

An introduction to the structure and operation of the Canadian criminal justice system, including the police, courts, and corrections. Analysis of the patterns of crime and victimization, police discretion and decision-making; criminal sentencing; correctional institutions and community-based models; and the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also examined.

**Prerequisite(s):** C minium in one of ENG 060, ENG 098, ESL 090 or Provincial English 12, or placement testing.

**Offered in the following terms:** 2013 Winter

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**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):** ENG 060, ENG 098, ESL 090 or Provincial English 12, or placement testing

**Offered in the following terms:** 2012 Fall

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**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

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Spring

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## **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 will complete testing to ensure 100% mastery. The entire offering is completed online. Certificates will be issued by the BCCSA.

**Prerequisite(s):** None

**Offered in the following terms:** 2012 Spring, 2012 Summer

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## **CTQ-150**



## **CARPENTRY INTER-PROVINCIAL TRADE QUAL.**

*60 hours lecture/lab*

Are you doing all of the work of a Journey-person Carpenter but lack the 'ticket'? Join us for this 60 hour course that will delve into the fundamentals and explain the theoretical concepts and practices of the trade. This course will assist carpenters that meet the ITA's criteria to challenge the Certificate of Qualification examination in the trade of Carpenter. The course covers trade mathematics, tools and safety, blueprint reading, layout, materials, formwork and foundations, framing, roof framing, residential standards and finishing. Candidates to challenge the examination require documentation of at least 9,720 hours working in the trade. Details of the ITA's challenge process and its requirements can be found at <http://www.itabc.ca/AssetFactory.aspx?did=1837>. It is time to put your Red Seal on display!

### **Prerequisite(s):**

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

This course is not offered in any upcoming terms

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## **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 may include field trips to various locations where use/ manufacture of materials are illustrated.

**Prerequisite(s):** None

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Winter, 2013 Spring

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## **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

Offered in the following terms: 2013 Winter

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### **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Winter

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## **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

This course is not offered in any upcoming terms



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**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

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Winter

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**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

This course is not offered in any upcoming terms

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**ECO-110**  
**PRINCIPLES OF MICROECONOMICS**

*3 hours lecture, or distance (D), 3 credits*

This course introduces the principles of microeconomics and demonstrates how these principles apply to current Canadian economic issues. Topics include supply and demand analysis, consumer behaviour, production and cost, market structure, trade, and the economic role of government.

**Prerequisite(s):** C in one of Provincial English 12, ENG 060 or ENG 098; and C

in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053; or C+ in Foundations of Math 11.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **ELA-100**

### **ELECTRICAL APPRENTICESHIP LEVEL I**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Summer, 2013 Summer, 2014 Winter

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## **ELA-200**

### **ELECTRICAL APPRENTICESHIP LEVEL II**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Fall, 2014 Winter

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## **ELA-300**

### **ELECTRICAL APPRENTICESHIP LEVEL III**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2014 Winter

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## **ELA-400**

## **ELECTRICAL APPRENTICESHIP LEVEL IV**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Winter, 2013 Winter, 2013 Fall, 2014 Winter

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## 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 trouble-shooting techniques for closed loop systems. The course is 40 % lecture and 60 % lab.

**Prerequisite(s):** Electronics Technician Core training, or equivalent, and ELC 201

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## 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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **ELE-100**

### **YEAR 1 - TECHNICAL TRAINING**

*300 hours*

**Prerequisite(s):**

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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.

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **ENG-096**

### **FIRST PEOPLES LITERATURE & COMPOSITION**

*3 hours lecture, or distance (D), 3 credits*

Through the study of oral and written texts by indigenous authors, First Peoples Literature and Composition develops critical thinking skills, reading skills, speaking skills, and writing skills to prepare students for the demands of either the workplace, college programs, or university-level courses. Students will write several essays, deliver oral presentations, and complete a research essay or assignment at the conclusion of the course. They will also apply critical thinking skills in the study of indigenous poetry, fiction, and drama.

**Prerequisite(s):** C in English 11, or ENG 052, or assessment.

This course is not offered in any upcoming terms

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## **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 Provincial English 12 or ENG 052, or equivalent articulated BC College course, or placement testing

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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



Offered in the following terms: 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **ENG-117**

### **ACADEMIC WRITING**

*3 hours lecture, or distance (D), 3 credits*

This course is an introduction to university-level research and writing in the humanities and social sciences and/or natural sciences. It is designed to help students acquire the research skills and understand the writing practices used by scholars in a variety of academic disciplines. As a way of focusing discussion, students will examine different disciplinary approaches to a single research topic. Note: Credit will only be granted for ENG 115 or ENG 117 or ENG 125.

**Prerequisite(s):** B in one of Provincial English 12, ENG 098 or ENG 060, or C or better in any university transferable English course, or English Assessment

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall, 2013 Winter, 2013 Summer

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## **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

**Offered in the following terms:** 2013 Winter

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## **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, essays, 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)

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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).

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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.

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **ENG-230**

### **SELECTED TOPICS IN LITERATURE**

*3 hours lecture, 3 credits*

This course introduces the function of narrative and examines narrative method in a variety of genres such as poetry, fiction, drama, biography, autobiography, essay, film and textbook. The focus of study will vary according to instructor interest, and may include themes such as love and sex, war, crime, death, family, 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.

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms



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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **ESL-003**

### **PRE-INTERMEDIATE READING & WRITING**

*6 credits*

ESL 003 is a multi-level pre-intermediate reading and writing course for students at the Literacy through High Beginner levels (Literacy to Canadian Language Benchmarks 3). ESL 003 is intended to complement ESL 008 ((Pre-intermediate Listening & Speaking), although it can be taken independently. The focus of this course is to increase students' ability to read and write a variety of materials in informal, predictable contexts. Students will improve their spelling, basic vocabulary, grammar and sentence skills in order to write 3-5 sentence paragraphs on familiar topics and accomplish simple, real-life writing tasks such as filling out short forms or writing personal notes and letters.

**Prerequisite(s):** Assessment by ESL Department or Literacy to Canadian Language Benchmark 3 placement

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **ESL-008**

### **PRE-INTERMEDIATE LISTENING & SPEAKING**

*4 credits*

ESL 008 is a multi-level pre-intermediate integrated skills course with a focus on listening and speaking. This course is for students at the Literacy through High Beginner levels (Literacy to Canadian Language Benchmarks 3). ESL 008 is intended to complement ESL 003 (Pre-intermediate Reading & Writing), although it can be taken independently. The focus of this course is to enable students to understand short informal dialogues, instructions or phone conversations on basic, everyday topics. Students will improve their speaking skills so they can engage in simple conversations in routine situations and discuss familiar everyday topics when the context is clear and predictable.

**Prerequisite(s):** Assessment by ESL Department or Literacy to Canadian Language Benchmark (CLB) 3 placement

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **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 or ESL 003

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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 or ESL 008

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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):** ELS 034 or ESL English skills assessment

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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 or ESL 003

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **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

This course is not offered in any upcoming terms

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## **ESL-042 IELTS PREP COURSE- READING & WRITINGPLA**

*45 hours, 3 hrs lecture*

IELTS Preparation consists of two concurrent multi-level courses intended to help students familiarize themselves with the IELTS exam. This course focuses on the Reading and Writing skills. The courses are designed for students working at the high intermediate level of English and beyond. This course focuses on the format of the exam, and gives students practice in all of the papers, building confidence and uncovering strategies for success in the Reading and Writing. Although these courses are not recommended for general English improvement, students will additionally work on vocabulary, grammar and pronunciation development as they apply to the exam.

**Prerequisite(s):** Successful completion of NIC ESL 031, 034, and 037 or assessed at NIC ESL 032, 035, and 038. or co-requisite ESL 043.

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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### **ESL-043**

#### **IELTS PREP COURSE- LISTENING & SPEAKINGPLA**

*45 hours, 3 hrs lecture*

IELTS Preparation consists of two concurrent multi-level courses intended to help students familiarize themselves with the IELTS exam. This course focuses on the Listening and Speaking skills. The courses are designed for students working at the high intermediate level of English and beyond. This course focuses on the format of the exam, and gives students practice in all of the papers, building confidence and uncovering strategies for success in the Listening and Speaking papers. Although these courses are not recommended for general English improvement, students will additionally work on vocabulary, grammar and pronunciation development as they apply to the exam.

**Prerequisite(s):** Successful completion of NIC ESL 031, 034, and 037 or assessed at NIC ESL 032, 035, and 038. or co-requisite ESL 042.

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **ESL-071**

### **DIRECTED ENGLISH LANGUAGE STUDIES 1PLA**

*45 hours, 3 Credits*

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

**Prerequisite(s):** =Instructor permission

**Offered in the following terms:** 2012 Fall

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## **ESL-072**

### **DIRECTED ENGLISH LANGUAGE STUDIES 2PLA**

*45 hours, 3 credits*

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

**Prerequisite(s):** Instructor permission

**Offered in the following terms:** 2013 Winter

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## **ESL-073**

## **DIRECTED ENGLISH LANGUAGE STUDIES 3PLA**

*45 hours, 3 credits*

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

**Prerequisite(s):** Instructor permission

**Offered in the following terms:** 2013 Spring

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## **ESL-089**

### **UNIVERSITY & COLLEGE PREPARATORY READING**

*6 credits*

ESL 089 is a college preparatory level course designed to give students the reading and vocabulary skills required to function at the college/university level. It is of interest to students who can already communicate comfortably in English and wish to develop their reading skills and vocabulary to the level required for entry into college and university courses. ESL 089 focuses on the development of reading and vocabulary strategies that will enable students to read and understand a wide variety of complex college-level texts written in a number of different forms and styles.

**Prerequisite(s):** C+ in ESL 052 and ESL 054

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **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.

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **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,

**Offered in the following terms:** 2012 Fall, 2013 Winter, 2013 Spring

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## **EXW-110 FITNESS FOR LIFE**

*1.5 hour lecture and 1.5 hour other, 3 credits*

An introduction to health and wellness models as well as principles of exercise prescription for cardiovascular fitness, flexibility, and muscular strength/endurance. Emphasis is placed on personal health, nutrition, stress and prevention of activity injuries.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2012 Fall

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## **EXW-120 LIFETIME SPORTS 1**

*1.5 hour lecture and 3 hours other, 3 credits*

This course will offer hands-on, performance based instruction leading towards teaching competencies in a variety of lifetime activities and sports. The purpose of the course is to equip students with the knowledge of equipment, safety and resources plus instructional scope and sequence in a variety of activity pursuits.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2012 Fall

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## **EXW-121 LIFETIME SPORTS 2**

*1.5 hour lecture and 3 hours other, 3 credits*

Hands-on, performance based instruction leading towards teaching competencies in a variety of lifetime activities and sports. The purpose of the course is to equip students with the knowledge of equipment, safety and resources plus instructional scope and sequence in a variety of activity pursuits. Note: the activities differ from EXW 120.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2013 Winter

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**EXW-130**  
**LIFE CYCLE FITNESS**

*1.5 hour lecture and 1.5 hour other, 3 credits*

Application of the benefits of physical activity to program planning for people of all ages (focused work on pediatric and geriatric populations). Psychological and physiological similarities and differences across age & gender & cultures are explored.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2013 Winter

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**EXW-140**  
**HEALTH IN TODAY'S WORLD**

*3 hours lecture, 3 credits*

Informative and practical assistance for students relating to health maintenance and health promotion. Health/wellness is viewed as an interaction between physical, emotional, social, mental, spiritual, occupational and environmental dimensions, with choices in one dimension affecting all others.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2013 Winter

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**EXW-150**  
**BIOMECHANICS OF SPORT**

*3 hours lecture and 3 hours lab, 3 credits*

An introduction to mechanics in the context of human movement and optimization of motor skills. Topics include terminology, Newton's laws of motion, forces, linear kinematics, work and energy, power, momentum, rotational kinematics, hydrostatics, biomechanical analysis of sport.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2013 Winter

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**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

This course is not offered in any upcoming terms

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**FAC-012**  
**CANADIAN RED CROSS BABYSITTER'S COURSE**

*8 hours*

This course is designed in compliance with the Canadian Red Cross to help children learn child care, injury prevention, and basic first aid skills. They will learn important child care skills; safety tips for children of all ages; how to cope with common problems, like tantrums and crying; what to do if anything makes the babysitter uncomfortable; some great games and other ideas for having fun with the children while babysitting; how to make the children's environment safe and enjoyable and how to handle emergencies and basic first aid. Note: Students will need to bring a baby sized doll or stuffed animal to class for practice. Please bring a bag lunch and snacks.

**Prerequisite(s):** This course is for children 11 years and older. An emergency first aid course would be beneficial, but is not required.

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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 C is recommended.

**Prerequisite(s):** None

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall

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## **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.

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **FAC-062**

### **RED CROSS STANDARD FIRST AID WITH CPR-LEVEL HCP**

*16 hours*

This is a comprehensive first aid course for those who require the skills and knowledge necessary to deal with life-threatening situations and to give assistance to people in physical distress. Includes all of the content of the Emergency First Aid course (FAC 020) plus injuries due to heat and cold, medical conditions, bone and joint injuries, head and spinal injuries, and moving and transportation. Adult, child and infant CPR techniques for health care providers and other professional rescuers. Skills taught and practiced include one and two-rescuer CPR with pulse checks, bag valve mask, respiratory arrest, AED, and management of the obstructed airway in the adult, child and infant. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level HCP is recommended.

**Prerequisite(s):**

**Offered in the following terms:** 2012 Summer, 2012 Fall

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## **FAC-070**

### **SKILLS OF SURVIVAL - LEVEL 1**

*6 hours*

In this course students are introduced to basic survival theory through lecture, discussion, and demonstrations in the skills of wilderness crafts and tools. Topics include the seven enemies of survival, survival philosophy, theory of survival, and preparation of a First Aid kit to suit personal needs. Food and water requirements, as well as the option of fasting, will be covered. Students will appreciate the need for water and understand the dangers of exposure. They will have opportunity to develop skills such as cordage making, flint and steel fire lighting, construction of a buddy burner and making a willow whistle. Upon completion, students should have a comprehensive understanding of Basic Wilderness Survival Skill concepts, and be ready for advancement to Level 2 (FAC 071). An NIC waiver will be required.

**Prerequisite(s):** At least an 8-hour First Aid course is recommended. FAC 030 or equivalent (other Wilderness courses).

This course is not offered in any upcoming terms

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## **FAC-071**

### **SKILLS OF SURVIVAL - LEVEL 2**

*8 hours*

This course advances knowledge acquired in Level I by applying skills in a day of hands-on activities. Focus will be on shelter and bough bed construction, fire skills, cooking over open fire with varied suspension systems and knife skills via wilderness crafting. On completion, students will have the practical skills to survive in the wilderness for up to four days, the skills necessary to combat West Coast weather extremes, and competency in fire skills. An NIC waiver will be required.

**Prerequisite(s):** FAC 070 - Skills of Survival Level 1

This course is not offered in any upcoming terms

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## **FAC-082**

### **MARINE BASIC FIRST AID & CPR C**

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

**Prerequisite(s):** ALL students registering for Marine First Aid courses must provide their Candidate Document Number (CDN) at the first class. 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). Students without a CDN number cannot be certified. This is a Transport Canada requirement. Some previous knowledge of First Aid / CPR is recommended, but not required.

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall

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## **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. ALL students must provide their Candidate Document Number (CDN) at the first class. 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). Students without a CDN number cannot be certified. This is Transport Canada requirement. Some previous knowledge of First Aid/ CPR is recommended, but not required.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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 I/ FIN 100, 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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2012 Fall

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### **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 contract 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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Spring, 2013 Spring



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**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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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**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

This course is not offered in any upcoming terms

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**FMC-041**  
**CHARTWORK & PILOTAGE (FM III)**

*120 hours*

This course is taken in preparation for Ship Safety Examination #041, which is required for the Fishing Master II and III, and Watchkeeping Mates Certificates. During this course you will learn to use charts in all major projections; to fix or estimate a vessel's position by various means; to lay off courses allowing for wind and tide; to convert true courses to compass; to calculate distance-speed-time relationships; about the range of visibility of lights; tide and current calculations; to use publications used by coastal mariners, and to keep an accurate record of a vessel's progress.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**FMC-061**  
**NAVIGATION SAFETY**

*60 hours*

This course is taken in preparation for Ship Safety Examination #061. During this course you will study the Rules of the Road and the International Collision Regulations.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2013 Winter

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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.

**Offered in the following terms:** 2012 Fall

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**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

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

Offered in the following terms: 2012 Fall

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2013 Winter

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### **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.

This course is not offered in any upcoming terms

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**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.

This course is not offered in any upcoming terms

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**GAS-010****H2S ALIVE**

*8 hours*

This one-day course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H<sub>2</sub>S). The course covers the physical properties and health hazards of H<sub>2</sub>S, how to protect oneself and basic rescue techniques. Each student is required to operate self-contained breathing apparatus, a detector tube device, and perform rescue breathing on a mannequin. It is recommended that women wear pants or jeans. Upon successful completion of a written examination and demonstration of the required skills an industry standard certificate, valid for three years, will be issued.

**Prerequisite(s):**

**Offered in the following terms:** 2012 Spring

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**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):** C in Provincial English 11 or ENG 052; and in one of Principles of Math 10, Foundations 10 or MAT 033/034; or placement testing

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Winter, 2013 Spring

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## **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.

**Offered in the following terms:** 2012 Spring, 2013 Winter, 2013 Spring

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## **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.

**Offered in the following terms:** 2012 Spring, 2013 Winter, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Spring

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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.

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **HRT-011**

### **CPR LEVEL C WITH AED**

*6 hours*

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

**Prerequisite(s):** 16 years of age before course starts

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall

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## **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 WSCB, Red Cross, EMP or St. John's Ambulance.

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall

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## **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):**

**Offered in the following terms:** 2012 Summer

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## **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.

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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".

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **HSW-127**

### **FAMILY AND COMMUNITY**

*3 hours lecture, 3 credits*

This course provides an overview of the family experience from an Aboriginal and diversity perspective. Students will learn about and discuss different cultural perspectives on family structure, functions, demographics and Aboriginal family experience. Issues of current concern to Aboriginal and non-Aboriginal families will be discussed. Emphasis will be placed on the factors that have influenced major changes in family structures and values from an Aboriginal perspective and the connections between healthy families and healthy communities.

**Prerequisite(s):** Instructor Permission

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Spring

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## **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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **HVA-100**

### **HEAVY DUTY APPRENTICESHIP LEVEL I**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice and successful completion of Module One or Foundation Program.

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

This course is not offered in any upcoming terms

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## **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):** Provincial English 12 or one of ENG 060, ENG 098, or placement testing

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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):** Provincial English 12 or one of ENG 060, ENG 098, or placement testing

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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):** Provincial English 12 or one of ENG 060, ENG 098, or placement testing

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **IMG-206**

### **ADVANCED INTERACTIVE DESIGN**

*Mixed lecture and lab as appropriate, 3 credits*

Advanced Interactive Design links design concepts and the development of interactive digital media, particularly related to CD-ROM, DVD, and advanced Internet and mobile applications. This course deals with the design of user-centric interfaces, and the technical implementation of interactive media, particularly using HTML5 and Flash 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):** IMG 110 and IMG 120

**Offered in the following terms:** 2012 Fall

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## **IMG-208**

### **COMMUNICATIONS DESIGN II**

*4 hours, lecture and studio time, 3 credits*

Skills and experience gained in the first year of study find coordinated

application to increasingly complex design projects. This course concentrates on the design of visual communications for print and display. Concept development, design principles, computer skills, presentation, print production and marketing theory will be addressed and applied to studio assignments. Assignments take the form of a range of projects in various media. This course is essential for the development of a working portfolio.

**Prerequisite(s):** IMG 103 and IMG 112

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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 with focus on website design projects. Assignments will require conceptual and visual development that challenges students' creativity and ability to think 'outside the box' while addressing real world applications. Students design for systems that entail specific client objectives, audience profiles, budgets, and production plans while developing a workflow that will be adaptable to real life work situations. Assignments take the form of a range of web design projects. This course is essential for the development of a working portfolio.

**Prerequisite(s):** Completion of 1st year Communication Design Diploma and IMG 208

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **IMG-290**

### **PORTFOLIO PROJECT I**

*4 hour lab, 3 credits*

Students will create a project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realization which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

**Prerequisite(s):** Prerequisite: Successful completion of all courses offered in the first three semesters of the student's specific program, either Web Development or Communication Design. Corequisite: Student must be enrolled in or finished all other courses offered in the fourth semester of their specific program.

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **LIB-130**

### **INTRO TO WORLD RELIGIONS**

*1.5 hr Lecture + 1.5 hr Seminar, 3 credits*

This course is designed as an introduction to the world's major religions, with an emphasis upon those of the Abrahamic tradition: Judaism, Islam and Christianity. It combines an intensive focus upon individual living faiths with study of the different scholarly approaches to understanding religion. Instruction will combine intensive reading, seminar discussion and lecture presentations. Students who have previously earned credit in NIC's HIS 130 are not eligible for credit in LIB 130.

**Prerequisite(s):** C in one of ENG 060, ENG 098, Provincial English 12, or assessment.

**Offered in the following terms:** 2012 Fall

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## **LIB-131**

### **EASTERN AND COMPARATIVE RELIGIONS**

*1.5 hr Lecture + 1.5 hr Seminar, 3 credits*

This course combines an introduction to the religions of Asia with comparative analysis of some key organizing themes for the study of all world religions. It examines the origins and historical development, the sacred texts, the central tenets, the institutions and rituals of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism and Shinto. It also explores selected core concepts such as sacred space, sacred time, sacred rituals and sacred symbols in a comparative context that uses not only these seven eastern religions but also the Abrahamic tradition and other world religions as reference points. Instruction will combine intensive reading, seminar discussion and lecture presentations.

**Prerequisite(s):** C in one of ENG 060, ENG 098, Provincial English 12, or assessment.

**Offered in the following terms:** 2013 Winter

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## **LIB-210**

### **TOPICS IN WORLD CIVILIZATION**

*1.5 hr Lecture + 1.5 hr Seminar, 3 credits*

Provides an intensive introduction to the culture and history of a particular world

region or to a comparative global theme. Although the topics will vary from year to year, an integrated interdisciplinary approach, core readings of primary texts and student learning through participatory seminars and extensive critical written analyses will be recurring constants. Open to all students as an elective, the course may be coordinated with upcoming Spring Study-Abroad Field Schools. The topic for 2013 will be Ancient Greece.

**Prerequisite(s):** C in one of ENG 060, ENG 098, Provincial English 12, or assessment.

**Offered in the following terms:** 2013 Winter

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## **MAT-017**

### **FUNDAMENTAL MATH LEVEL 1PLA**

*3-4 hours per week, 100 hours, 1 credit*

This is a self-paced course that teaches the number system, addition and, subtraction of whole numbers, estimations, time, and shapes.

**Prerequisite(s):** No Prerequisites Required

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **MAT-018**

### **FUNDAMENTAL MATH LEVEL 2PLA**

*150 hours, 3 credit*

This is a self-paced course that teaches the number system and how to add, subtract, and multiply. Students also learn how to make change, tell time, add and subtract units of time, and how to find the perimeter of square and rectangles.

**Prerequisite(s):** Math 017 or mathematics skills assessment

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **MAT-019**

### **FUNDAMENTAL MATH LEVEL 3PLA**

*150 hours, 3 credit*

This is a self-paced course that teaches students how to multiply and divide. Students also learn how to make change, and convert units of time by adding and subtracting. They are also introduced to the metric system and learn how to measure length, volume, and mass, as well as how to figure out the area of rectangles and squares.

**Prerequisite(s):** Math 018 or mathematics skills assessment

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall

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## **MAT-027**

### **FUNDAMENTAL MATH LEVEL 4PLA**

*150 hours, 3 credits*

This is a self-paced course that teaches how to add, subtract, multiply, and divide decimals, as well as how to use decimals in real life. Students also learn the metric system.

**Prerequisite(s):** Math 019 or mathematics skills assessment

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **MAT-028**

### **FUNDAMENTAL MATH LEVEL 5PLA**

*150 hours, 3 credits*

This is a self-paced course that teaches students common fractions and decimals, equivalent fractions, and how to multiply, divide, add, and subtract fractions.

**Prerequisite(s):** Math 027 or mathematics skills assessment

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**MAT-029**  
**FUNDAMENTAL MATH LEVEL 6PLA**

*150 hours, 3 credits*

This is a self-paced course that teaches students the basics of ratios, rates & proportion, percents, and introductory statistics.

**Prerequisite(s):** Math 028 or mathematics skills assessment

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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**MAT-036**  
**INTERMEDIATE MATHEMATICS FOR TRADES**

*2 credits, 6 hours lecture, 150 hours*

Intermediate Mathematics for Trades is a course designed for students planning to enter trades programs such as Automotive Service Technician, Welding and Welding Fabrication, Plumbing and Piping, Carpentry, or Joinery/Cabinet Making. The goal is to instill and reinforce intermediate skills and knowledge in the area of applied math to enter trades training at the post-secondary level. Completion of the course would meet mathematical entrance skills for trades programs or MAT 046.

**Prerequisite(s):** Completion of MAT 025 or MAT 029 or NIC Math Assessment



Offered in the following terms: 2011 Fall

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### **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+ minimum in one of MAT 033, Mat 034 or Introductory Math 11, or placement testing

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## 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.

This course is not offered in any upcoming terms

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## 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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## MAT-100

### PRECALCULUS

*3 hours lecture, 3 credits*

This course presents topics that are necessary for the study of calculus. Topics include: Functions and their Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Trigonometric Functions and Applications, Analytic Trigonometry, Conic Sections, Arithmetic and Geometric

Sequences, Binomial Theorem.

**Prerequisite(s):** C- in Principles of Math 12 or C+ on Applications of Math12 (all within last 2 years) or placement test

This course is not offered in any upcoming terms

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## **MAT-102**

### **CALCULUS FOR LIFE SCIENCES-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 one of Principles of Mathematics 12, Pre Calculus 12, MAT 067, MAT 060 or MAT 100.

**Offered in the following terms:** 2012 Fall

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## **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):** C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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 one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.

**Offered in the following terms:** 2012 Fall

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## **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):** C in one of Principles of Math 11, Pre Calculus 11, Foundations of Math 12 or MAT 053.

**Offered in the following terms:** 2013 Winter

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## **MAT-162**

### **MATHEMATICS FOR ELEMENTARY EDUCATION I**

*3 hours lecture, or distance (D), 3 credits*

MAT 162 and MAT 163 together offer a first year university mathematics course for students entering an elementary education program. Topics covered in MAT 162 include: Set theory and Venn diagrams, symbolic logic, systems of numeration, computation in systems with different bases, mathematical systems, prime numbers, prime factorization and equivalence and order relations, real numbers and their representations, basic concepts of algebra.

**Prerequisite(s):** C in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus Math 11, Applications of Math 12 or MAT 053.

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **MAT-163**

### **MATHEMATICS FOR ELEMENTARY EDUCATION II**

*3 hours lecture, or distance (D), 3 credits*

MAT 163 is the second half of a first year university mathematics course for students entering an elementary education program. Topics include: graphs, functions, solving equations and inequalities of the first degree; coordinate geometry; introduction to probability and statistics; measurement and the metric system.

**Prerequisite(s):** C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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 one of Principles of Math 12, Pre Calculus 12, MAT 067, MAT 060, MAT 100 or MAT 102.

**Offered in the following terms:** 2012 Fall

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## **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 Grade D

**Offered in the following terms:** 2013 Winter

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## **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 one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

This course is not offered in any upcoming terms

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## **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 one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

This course is not offered in any upcoming terms

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## **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 060 MAT 067 or Math 12 may apply for instructor permission

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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)

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **MCS-280** **COMMUNICATION AND CULTURE**

*3 hours lecture, 3 credits*

This 14 week interdisciplinary course focuses on how culture 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 cultural expectations and norms.

Emphasis will be placed on learning to critically examine how culture and "other" is represented in the media.

**Prerequisite(s):** any one of the following: ENG 120, ENG 115, MCS 130, MCS 110, SOC 111, SOC 110, WST 101, or WST 100

This course is not offered in any upcoming terms

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

**Offered in the following terms:** 2012 Spring

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

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

**Offered in the following terms:** 2012 Spring

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### **MED-032**

#### **MARINE EMERGENCY DUTIES SMALL VESSEL-SAFETY COURSE**

*28 hours*

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



exercise.

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

**Offered in the following terms:** 2012 Spring

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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## **MJD-110 FUNDAMENTALS OF DESIGN 1**

*36 hours*

The goal of this course is to facilitate an understanding of the various processes involved in designing a piece of jewellery; this includes teaching how to break down a design into the various skills/ techniques and steps required to complete the work. Principles of design are explored and the aspect of chance in design is discussed. Many tools for creative thinking will be examined. Students will be required to keep a sketch book of their ideas, including a road map of how designs can be turned into reality. This course will be heavily related to projects assigned for the entire program.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2012 Fall

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## **MJD-111 NORTHWEST COAST ABORIGINAL JEWELLERY-ART 1**

*75 hours*

This course concentrates on the study and execution of Northwest Coast Aboriginal jewellery, including the history of Aboriginal designs. This course will focus on both the traditional graving of silver and gold, and the use of Aboriginal designs and the political and cultural aspects of "appropriation" as it relates to Aboriginal culture.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2012 Fall

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## **MJD-112 METAL TECHNIQUES 1**

*95 hours*

Students will first learn the basic characteristics of metal used in jewellery making. The course will then introduce a variety of tools and techniques used in working with metal. Metal techniques covered will include piercing and riveting, surface treatments, soldering, bezel setting, band rings and metal coloring by electrolytic solutions. Finishing and polishing metal pieces will also be covered. Students will have the opportunity to work with guest lectures who are specialists in certain techniques. Assignments will be given under each technique learned.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2012 Fall

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**MJD-113**  
**METAL CASTING 1***45 hours*

The type of casting that will be taught is primarily lost wax casting through the use of the vacuum casting process. The student will learn how to make wax models, how to invest, burnout and ultimately cast a piece. This is a sophisticated process involving much equipment and many tools and takes time and practice to perfect. It is a technique that lends itself to making reproductions in an efficient manner and allows for various effects that can be obtained in no other way. Students will also explore lo-tech casting techniques such as cuttlebone casting and sand casting.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2012 Fall

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**MJD-114**  
**DRAWING AND RENDERING***45 hours*

Upon completion of this course, a student would be able to produce an understanding rendering/ illustration of his/ her own unique piece of jewellery, and be able to produce readable sketches of ideas for new work in both black and white and in colour. There will also be a computer-assisted drawing component to this course.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2012 Fall

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**MJD-115**  
**FINAL PROJECT 1***15 hours*

The student will complete a project that he/she has designed using at least three techniques. Each student will be given time with the instructor to discuss the design, its concept and ultimately its creation. This project will give the students a chance for some freedom in showcasing the techniques and skills learned in the program.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2012 Fall

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**MJD-120**  
**FUNDAMENTALS OF DESIGN 2***36 hours*

This is a continuation of Fundamentals of Design 1 and it will continue to focus on individual creativity as the students work on the course projects. Design techniques covered in MJD 110 will be reviewed and there will be an historical review of jewellery designs through time.



**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 110.

**Offered in the following terms:** 2013 Winter

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## **MJD-121 NORTHWEST COAST ABORIGINAL JEWELLERY-ART 2**

*36 hours*

This course will be a continuation of Northwest Coast Aboriginal Jewellery Art 1, concentrating on the study and execution of Northwest Coast Aboriginal jewellery, including the history of Aboriginal designs.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 111.

**Offered in the following terms:** 2013 Winter

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## **MJD-122 METAL TECHNIQUES 2**

*95 hours*

This course is a continuation of Metal Techniques 1. Students will learn more tools and techniques used in working with metal. Metal techniques covered will include repoussage, alloys and alloying, intermediate stone setting, and additional ring styles. Students will also be introduced to other materials used in the production of jewellery. Students will have the opportunity to work with guest lecturers who are specialists in certain techniques. Assignments will be given under each technique learned.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 112.

**Offered in the following terms:** 2013 Winter

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## **MJD-123 METAL CASTING 2 (WITH MOLD MAKING)**

*45 hours*

As a continuation of Metal Casting 1, this course will cover the important technique of making molds for wax models from a finished piece or an element of a piece. By making a rubber mold, it is possible to make many reproductions and substantially impact the cost of creating jewellery. Mold making is an important skill set for jewellery makers that again involves precision and special equipment.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 113.

This course is not offered in any upcoming terms

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## **MJD-124 GEMMOLOGY**

*45 hours*

Gemstones are an intrinsic part of making jewellery and in this course students will learn about the crystal structure and classification of the most commonly used stones, the difference between natural and synthetic stones and the Mohs scale. Students will study the various lo-tech methods for identifying precious stones, both mineral and organic. Participants will have the opportunity to do some in-depth research into a gemstone of their choice.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

**Offered in the following terms:** 2013 Winter

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## **MJD-125 FINAL PROJECT 2**

*15 hours*

As this is the final project for the program, students will be required to design and make a piece of finished jewellery using the skills they have learned over the program. An instructor will be available to discuss design and procedure and help the student see the project through to its successful end.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 115.

**Offered in the following terms:** 2013 Winter

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## **MJD-126 PROFESSIONAL BUSINESS PRACTICES**

*15 hours*

Students will review the business side of jewellery making including tips for those who wish to be self-employed, legal considerations when dealing with precious metals, marketing techniques, and business administrative skills. Opportunities in the field will also be discussed.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 115.

**Offered in the following terms:** 2013 Winter

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## **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. Note: Ask for information sheet when registering. Bring a bag lunch and beverage.

**Prerequisite(s):**

**Offered in the following terms:** 2012 Spring, 2012 Summer

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

**Offered in the following terms:** 2012 Winter, 2012 Spring

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**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

This course is not offered in any upcoming terms

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

This course is not offered in any upcoming terms

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## **NAU-016**

### **RESTRICTED OPERATOR CERTIFICATE --MARITIME**

*6 hours*

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

**Prerequisite(s):** None

**Offered in the following terms:** 2012 Winter, 2012 Spring

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## **NAU-021**

### **SHIP CONSTRUCTION & STABILITY LEVEL 1**

*60 hours*

This course is meant for Commercial Fishermen seeking the Fishing Master IV certification. It follows the syllabus outlined in the Examination and Certification of Seafarers. Upon completion a student will be able to: describe aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, identify how fishing operations can compromise the stability of a vessel and describe Centre of Gravity, Centre of Buoyancy, Metacentre, righting arms and the effect of water density on displacement. Students will also analyze the stability data provided for a particular vessel and in turn recognize how to maintain stability in a Fishing Vessel using this data. Evaluation is based on an examination consisting of multiple choice questions based on a vessel's stability data booklet and is 3 hours in length. The exam is given by a Transport Canada Examiner on the final day of the course with a required \$27.50 payment prior to writing the exam. The exam cost is not included in tuition. Cash will be accepted however TC prefers payment via Credit Card over the phone before the exam. You can also pay with a debit card in person at the Transport Canada office in Nanaimo. An information sheet with details will be provided at class.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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## **NAU-030**

### **SIMULATED ELECTRONIC NAVIGATION LTD**

*30 hours*

This course is designed to provide the student with a practical knowledge of the application of the Collision Regulations and principles to be observed in keeping a navigational watch while using Radar, Loran-C, GPS, Echo Sounder, a compass, and an Electronic Charting System. Each course participant must attend a minimum of 90% of lecture classes and 100% attendance is required during simulation exercises and evaluation. Participants must have prior training in topics such as basic Chart Work and Navigations Safety in order to have background knowledge required for the navigation of a vessel under simulated conditions.

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

This course is not offered in any upcoming terms

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### **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 two days of classes only. Canadian Power & Sail Squadron certificates do not meet this requirement. Persons without an existing ROC certificate must attend all three days of classes (NAU 051).

This course is not offered in any upcoming terms

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### **NAU-050**

#### **FISHING MASTER IV/CERTIFICATE OF SERVICE**

*120 hours*

Every person serving as a Master of a Fishing Vessel between 60 and 100 grt is now required to hold a Fishing Master Certificate of Service, or Fishing Master IV Certificate of Competency. It is the stated intention of Transport Canada that all Master of vessels over 15 grt will be required to hold this certificate within the foreseeable future. This course, along with NAU 051 - Restricted Operator Certificate - Maritime Commercial, MED 031 - Marine Emergency Duties A1 and FAC 061 - Marine First Aid will enable participants to meet the full certification.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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### **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). 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.

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

Offered in the following terms: 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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**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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

Offered in the following terms: 2012 Fall

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### **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

Offered in the following terms: 2012 Fall

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### **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

Offered in the following terms: 2013 Winter

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### **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

Offered in the following terms: 2013 Winter

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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### **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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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

**Offered in the following terms:** 2012 Fall

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**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.

**Offered in the following terms:** 2012 Spring

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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 attend class.

### **Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Spring, 2012 Fall, 2013 Winter, 2013 Spring

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## **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.

**Offered in the following terms:** 2011 Fall, 2012 Spring, 2012 Summer, 2012 Fall, 2013 Winter, 2013 Spring

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## **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 by WSBC and 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.

**Offered in the following terms:** 2012 Spring, 2012 Summer, 2012 Fall

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## **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.

**Offered in the following terms:** 2012 Spring

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## **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):** Prerequisites: 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.

**Offered in the following terms:** 2012 Spring, 2012 Summer

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## **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.

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2012 Spring, 2012 Summer

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### **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

This course is not offered in any upcoming terms

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### **OFA-050**

#### **OCCUPATIONAL FIRST AID LEVEL 1-INSTRUCTOR TRAINING**

*40 hours*

The course follows WSBC Level 1 Instructor curriculum and provides participants with the knowledge, skills and hands-on experience in the preparation and successful delivery of lesson plans. They will learn the effective use of multi-media equipment, and practice the basic instructional skills required to present the OFA Level 1 course. The instructor course will also prepare participants to evaluate the knowledge and skills required for their students. (Certification as a Level 1 instructor will be issued by the agency and will be renewed In accordance with Worksafe BC. It is expected that candidates meet the course objectives before certification is issued. Instructors must maintain their current level of certification or higher. Certification period is three years)

**Prerequisite(s):** 1.Hold an OFA level 2 certificate (or a nationally recognized Standard First Aid certificate or higher); 2.Be at least 19 years of age before course starts; 3.Provide evidence of having participated in or observed a complete Level 1 course prior to instructor training.

This course is not offered in any upcoming terms

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## **PLUMBING APPRENTICESHIP LEVEL 1**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Fall, 2013 Fall

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## **PBA-200**

### **PLUMBING APPRENTICESHIP LEVEL 2**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Winter, 2013 Spring, 2013 Fall

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## **PBA-300**

### **PLUMBING APPRENTICESHIP LEVEL 3**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2012 Fall, 2014 Spring

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## **PBA-400**

### **PLUMBING APPRENTICESHIP LEVEL 4**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

**Offered in the following terms:** 2013 Winter, 2014 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Fall

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**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

This course is not offered in any upcoming terms

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**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.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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**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.

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Spring

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## PHY-050

### COLLEGE PREPARATORY PHYSICS I

*4 hours lecture + 2 hours lab, or distance (D) with attendance at a Campus lab required, 3 credits*

College Preparatory Physics I is designed to provide students with the equivalent of ABE Advanced Level Physics or Grade 11 Physics. The content of the course includes: measurement, kinematics in one dimension, dynamics in one dimension, Newton's laws, friction, gravitation, kinetic and potential energy, momentum, heat, wave phenomena applied to sound and electricity.

**Prerequisite(s):** C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, MAT 046 or MAT 053 preferred; however, students may take this course with a C+ in one of Principles of Math 10, Foundations of Math 10 or MAT 033/034; and must take MAT 046 or MAT 053 concurrently.

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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## PHY-060

### COLLEGE PREPARATORY PHYSICS II

*4 hours lecture + 2 hours lab, or distance (D) with attendance at a Campus lab required, or online, 3 credits*

College Preparatory Physics II is designed to provide students with the equivalent of ABE Provincial Level Physics or Grade 12 Physics. The course includes vectors using trigonometry, kinematics in one and two dimensions, energy and momentum, statics and dynamics, rotational dynamics, vibrations and waves, electromagnetism, and geometric optics.

**Prerequisite(s):** C in one of Principles of Math 11 (Algebra), Pre Calculus 11 or MAT 053; and PHY 050 or Physics 11. MAT 060 recommended to be taken concurrently.

**Offered in the following terms:** 2012 Winter, 2013 Winter

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## PHY-100

### INTRODUCTION TO PHYSICS I

*3 hours lecture + 3 hours lab, or Web-Based Distance, 3 credits*

Introduction to Physics I and II are first year algebra-based courses. They are designed for those students that have a relatively weak background in physics. PHY 100 includes vectors, and scalars, kinematics, dynamics, energy, momentum, rotational motion, thermodynamics, fluids and wave motion. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

**Prerequisite(s):** C in Physics 11 or PHY 050, and C+ in one of Principles of Math 12, Pre Calculus 12, MAT 060 or MAT 067. Corequisite(s): MAT 102 or MAT 181 (MAT 181 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 102).

**Offered in the following terms:** 2012 Fall

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## **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)

**Offered in the following terms:** 2013 Winter

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## **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 Physics 12 or PHY 060; and in one of Principles of Math 12, Pre Calculus 12, MAT 060 or MAT 067. MAT 181 must be taken concurrently, if not already completed.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms



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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Winter

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Winter

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

**Offered in the following terms:** 2012 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Spring

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**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

**Offered in the following terms:** 2012 Spring, 2012 Summer

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**PNS-111**  
**PROFESSIONAL PRACTICE 1**

*Lecture, 1.5 credits*

This theory course introduces the profession of practical nursing. Legislation that informs PN practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of Practical Nursing within the Canadian health care system will be discussed. The philosophy and foundational concepts of the provincial Practical Nursing Program are explored.

**Prerequisite(s):** Admission to the Practical Nursing Diploma Program

**Offered in the following terms:** 2012 Fall

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**PNS-112**  
**HEALTH PROMOTION 1**

*Lecture, 2 credits*

This course introduces the learner to the concepts of health promotion, discusses the determinants of health inequities and develops a beginning knowledge of normal growth and development.

**Prerequisite(s):** Admission to the Practical Nursing Diploma Program

**Offered in the following terms:** 2012 Fall

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**PNS-113**  
**HEALTH PROMOTION 1**

*Lecture, 2.5 credits*

This introductory course provides the learner with the foundations of disease and illness across the lifespan. Learners will gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices will be explored as well as the incorporation of evidenced informed practice.

**Prerequisite(s):** Admission to the Practical Nursing Diploma Program

**Offered in the following terms:** 2012 Fall

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**PNS-114**  
**PROFESSIONAL COMMUNICATIONS 1**

*Lecture, 2 credits*

This course provides learners with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice.

**Prerequisite(s):** Admission to the Practical Nursing Diploma Program

**Offered in the following terms:** 2012 Fall

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**PNS-115**  
**PHARMACOLOGY 1**

*Lecture, 2 credits*

This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, Indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.

**Prerequisite(s):** Admission to the Practical Nursing Diploma Program

**Offered in the following terms:** 2012 Fall

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**PNS-116**  
**INTEGRATED NURSING PRACTICE 1**

*Lecture + Lab, 4 credits*

This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. Learners will apply nursing knowledge through the practice of clinical decision-making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist learners to integrate theory from other Level One courses.

**Prerequisite(s):** Admission to the Practical Nursing Diploma Program

**Offered in the following terms:** 2013 Winter

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**PNS-117**  
**CONSOLIDATED PRACTICE EXPERIENCE 1**

*Clinical Practice, 2 credits*

This first clinical experience provides the learner with an opportunity to integrate theory from level one coursework into practice. Learners will gain experience in



various settings with a focus on the healthy adult client. Learning the role of the Practical Nurse, personal care skills, organization of care, focused assessment, beginning medication administration and professional communication are emphasized in this course.

**Prerequisite(s):**

**Offered in the following terms:** 2012 Spring

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## **PNS-121 PROFESSIONAL PRACTICE 2**

*Lecture, 1.5 credits*

This course examines the legislation influencing PN practice with clients experiencing chronic illness and those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in residential care will be explored. Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice will also be addressed.

**Prerequisite(s):** Successful completion of PNS Level 1 Courses

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **PNS-122 HEALTH PROMOTION 2**

*Lecture, 2 credits*

This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.

**Prerequisite(s):** Successful completion of PNS Level 1 Courses

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **PNS-123 VARIATIONS IN HEALTH 2**

*Lecture, 3 credits*

This course will increase the learner's understanding of pathophysiology as it relates to the ageing process and selected chronic illness. The main focus of this course is on the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.

**Prerequisite(s):** Successful completion of PNS Level 1 Courses

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **PNS-124 PROFESSIONAL COMMUNICATIONS 2**

*Lecture, 2 credits*

This course provides the learner with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.

**Prerequisite(s):** Successful completion of PNS Level 1 Courses

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **PNS-125 PHARMACOLOGY 2**

*Lecture, 2 credits*

This course builds on Pharmacology 1 to increase the learner's understanding of pharmacotherapeutics prescribed for variations in health to clients across the lifespan.

**Prerequisite(s):** Successful completion of PNS Level 1 Courses

**Offered in the following terms:** 2012 Spring, 2013 Winter

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## **PNS-126 INTEGRATED NURSING PRACTICE 2**

*Lecture + Lab, 5 credits*

This practical course builds on the foundation of Level One and emphasizes the development of clinical decision-making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences will help learners to integrate theory from Level One and Level Two courses to provide safe, competent, and ethical nursing care with older adults.

**Prerequisite(s):** Successful completion of PNS Level 1 Courses

**Offered in the following terms:** 2012 Spring, 2013 Summer

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## **PNS-127 CONSOLIDATED PRACTICE EXPERIENCE 2**

*Clinical Practice, 3 credits*

The focus is on the ageing adult and clients experiencing chronic illness. The learner will encounter clients with more complex health challenges requiring comprehensive health assessment, medication administration and chronic wound management. This faculty supervised experience is 120 hours in Residential or Complex Care

**Prerequisite(s):**

**Offered in the following terms:** 2012 Summer

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## **PNS-231 PROFESSIONAL PRACTICE 3**

*Lecture, 1.5 credits*

This course integrates the concepts from previous professional practice courses and introduces the learner to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.

**Prerequisite(s):** Successful complete of PNS Level 2 courses

**Offered in the following terms:** 2012 Fall

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### **PNS-232 HEALTH PROMOTION 3**

*Lecture, 2 credits*

This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and Maternal /Child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.

**Prerequisite(s):** Successful completion of PNS Level 2 Courses

**Offered in the following terms:** 2012 Fall

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### **PNS-233 VARIATIONS IN HEALTH 3**

*Lecture, 3 credits*

This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. Pathophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities will be explored. Cultural diversity in healing approaches will be explored as well as the incorporation of evidence informed research and practice.

**Prerequisite(s):** Successful completion of PNS Level 2 Courses

**Offered in the following terms:** 2012 Fall

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### **PNS-234 PROFESSIONAL COMMUNICATIONS 3**

*Lecture, 1.5 credits*

This course focuses on specific professional communication skills used with clients and care providers across the lifespan requiring care in the community.

**Prerequisite(s):** Successful completion of PNS Level 2 Courses

**Offered in the following terms:** 2012 Fall

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### **PNS-236 INTERGRATED NURSING PRACTICE 3**

*Lecture + Lab, 4 credits*

This practical course builds on the theory and practice from Level One and Level Two. Through classroom, laboratory, simulation, and other practice experiences,

learners will continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.

**Prerequisite(s):** Successful completion of PNS Level 2 Courses

**Offered in the following terms:** 2012 Fall

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## **PNS-237**

### **CONSOLIDATED PRACTICE EXPERIENCE 3**

*Clinical Practice, 2 credits*

This clinical experience will introduce learners to community practice and an opportunity to apply and adapt knowledge gained in level 1, 2, and 3 within a continuum of care for clients across the lifespan. The focus is on the role of the Practical Nurse within a continuum of care in a variety of community settings. The continuum of care will provide the learner with an opportunity to integrate and apply previous knowledge in community based settings including home health care, rehabilitation agencies, and supportive services such as community living and disabilities. This is a faculty supervised or monitored experience.

**Prerequisite(s):**

**Offered in the following terms:** 2013 Winter

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## **PNS-241**

### **PROFESSIONAL PRACTICE 4**

*Lecture, 1.5 credits*

This course is intended to prepare the learner for the role of the practical nurse in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and specifically the working partnership with RN's in the acute care setting will be explored.

**Prerequisite(s):** Successful complete of PNS Level 3 courses

**Offered in the following terms:** 2013 Winter

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## **PNS-242**

### **HEALTH PROMOTION 4**

*Lecture, 1.5 credits*

This course focuses on health promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Learners will focus on preparing clients for discharge, through teaching and learning of health promoting strategies.

**Prerequisite(s):** Successful completion of PNS Level 3 Courses

**Offered in the following terms:** 2013 Winter

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**PNS-243**  
**VARIATIONS IN HEALTH 4**

*Lecture, 3 credits*

This course will increase the learners understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including, nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses - the implications of these complexities will be addressed. Cultural diversity in healing practices will be explored as well as evidenced informed research and practice.

**Prerequisite(s):** Successful completion of PNS Level 3 Courses

**Offered in the following terms:** 2013 Winter

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**PNS-244**  
**PROFESSIONAL COMMUNICATIONS 4**

*Lecture, 1.5 credits*

The focus of this course will be on the advancement of professional communication skills for the practical nurse within the acute care setting with clients across the lifespan. The practice of collaboration with health care team members and clients will be further developed.

**Prerequisite(s):** Successful completion of PNS Level 3 Courses

**Offered in the following terms:** 2013 Winter

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**PNS-246**  
**INTERGRATED NURSING PRACTICE 4**

*Lecture + Lab, 4 credits*

This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences will help learners build on theory and practice from Levels One, Two, and Three to integrate new knowledge and skills relevant to the acute care setting.

**Prerequisite(s):** Successful completion of PNS Level 3 Courses

**Offered in the following terms:** 2013 Winter

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**PNS-247**  
**CONSOLIDATION PRACTICE EXPERIENCE 4**

*Clinical Practice, 5 credits*

This clinical experience provides learners with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. This is a faculty supervised experience.

**Prerequisite(s):**

**Offered in the following terms:** 2013 Spring

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## **PNS-248**

### **TRANSITION OF FINAL PRACTICE EXPERIENCE**

*.5 credits*

Transition to Preceptorship will prepare the learner for the final practice experience. A combination of faculty led simulation experiences and self directed learning will provide the learner with increased competence and confidence in their final practice experience.

**Prerequisite(s):** Successful completion of Level 4

**Offered in the following terms:** 2013 Summer

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## **PNS-249**

### **FINAL PRACTICE EXPERIENCE**

*Clinical Practice, 3.5 credits*

This faculty monitored experience may occur through a variety of practice experience models, including the preceptorship model, under the immediate supervision of a single, fully qualified and experienced LPN or RN or RPN and/or within the context of a collaborative learning environment as a participating team member.

**Prerequisite(s):** Successful completion of all PNS Level 4 Courses and PNS 248

**Offered in the following terms:** 2013 Summer

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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,

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter



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**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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Winter, 2012 Fall, 2013 Winter

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## **PSY-110 SPORT AND EXERCISE PSYCHOLOGY**

*3 hours lecture, 3 credits*

An introduction to the concepts and principles of psychology that apply to the facilitating of sport and exercise activity. Suitable for athletes, coaches, teachers and trainers, the course will examine and apply knowledge and skills to selected sport and exercise environments with a focus on communication competency.

**Prerequisite(s):** Admission to Exercise and Wellness Certificate Program.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall, 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **SOC-220**

### **INTRODUCTION TO SOCIOLOGICAL RESEARCH-METHODS**

*3 hours lecture, 3 credits*

This course introduces the student to the full range of sociological research methods. Students will learn basic qualitative and quantitative techniques, how to design research projects, conduct field research and surveys, apply basic statistical techniques and how to write a research report.

**Prerequisite(s):** C+ in SOC 110 and SOC 111; and in Principles of Math 11 or Pre Calculus 11 or equivalent.

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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 one of Provincial English 12, ENG 060 or ENG 098; and C+ in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11 or Math 053; or appropriate levels of Math and English placement testing.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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 one of Provincial English 12, ENG 060 or ENG 098; and C+ in Principles of Math 11, Foundations of Math 11, Pre Calculus 11 or MAT 053; or Math and English placement testing.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2012 Fall

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## **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.

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **SSW-150**

### **SOCIAL SERVICES PRACTICE EXPERIENCE 1**

*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.

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2012 Fall

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### **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2013 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Spring, 2013 Spring

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Winter

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## **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

**Offered in the following terms:** 2012 Winter

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## **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

**Offered in the following terms:** 2012 Winter

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## **TCA-105**

### **INTRODUCTION TO CANOEING**

*2 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-106**

### **SEA KAYAKING**

*5 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-107**

### **INTRODUCTION TO SAILING**

*3 credits*



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

**Offered in the following terms:** 2012 Winter

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## **TCA-108**

### **INTRODUCTION TO SPORT FISHING**

*3 credits*

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

**Offered in the following terms:** 2012 Winter

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## **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

**Offered in the following terms:** 2012 Winter

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## **TCA-111**

### **WILDERNESS FIRST AID**

*4 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-112 SMALL ENGINE REPAIR**

*2 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-117 RISK MANAGEMENT & EMERGENCY PROCEDURES**

*3 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-118 LEADERSHIP & CUSTOMER SERVICE**

*3 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-120 POWERBOAT OPERATIONS**

*2 credits*

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

**Offered in the following terms:** 2012 Winter

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## **TCA-122 COASTAL NAVIGATION**

*2 credits*

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

**Offered in the following terms:** 2012 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **TCA-700 WORK PLACEMENT**

*1 credit*

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

**Offered in the following terms:** 2012 Winter

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## **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.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**TCS-022**

**TIME & STRESS MANAGEMENT**

*3 hours*

This workshop will provide you with useful tips on how to best manage your time and cope with a busy lifestyle.

**Prerequisite(s):**

This course is not offered in any upcoming terms

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**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)

This course is not offered in any upcoming terms

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**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.

**Prerequisite(s):**

**Offered in the following terms:** 2012 Winter, 2012 Spring, 2012 Summer

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**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

## **THM-100 THE TOURISM INDUSTRY**

*3 credits*

An introduction to the tourism industry and its role in the economy; its scale and impact, major sectors, tourism products in BC, development potential, language and terminology, industry structure and organization, revenue and costs in various sectors, case studies and applications. Students will learn key legal issues in the industry, and will identify educational and professional career path opportunities in various sectors in the province.

**Prerequisite(s):** C+ in one of ENG-060, ENG-096, ENG-098, ESL-090 or Provincial English 12, or assessment.

**Offered in the following terms:** 2012 Fall

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## **THM-107 ACCOMMODATING YOUR GUEST**

*3 credits*

In this course we explore the challenges of successfully accommodating our guests in a complex and changing set of tourism environments with ever increasing guest expectations of quality and comfort. Using hotel operations as a foundation we explore the needs of accommodating guests in various other contexts including resorts, cruise ships, B&B's, campgrounds, overnight tours and base camps. Using the "Guest Cycle" as our framework we then review the needs of the guest and their relationship with the accommodation provider before, during and after their stay. This includes the reservations process, check-in, interactions during the stay, accounting and billing, check-out and follow-up. As part of the course students are introduced to one or more scheduling/ rooming systems (Property Management Systems, PMS) used to assist in scheduling guest activities, rooming the guest, billing and guest history.

**Prerequisite(s):** C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090 or assessment; and C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Application of Math 12, or MAT 053; or assessment.

**Offered in the following terms:** 2013 Winter

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## **THM-108 HUMAN RESOURCE MANAGEMENT**

*3 credits*

The key to the success of any tourism or hospitality organization is its ability to recruit and retain the right people at the right time. In Canada's current competitive labour market having the knowledge, skills and ability to maximize your human resources is critical for every manager. In this course you will gain an understanding of the fundamental human resources theory and practices necessary to ensure you are maximizing the potential of your staff and your business. Course topics include employment standards, the employment relationship, human resource development as well as the process of recruiting,

selecting, training and evaluation your workforce.

**Prerequisite(s):** C+ in one of ENG-060, ENG-096, ENG-098, ESL-090 or Provincial English 12, or assessment.

**Offered in the following terms:** 2013 Winter

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## **THM-112**

### **LEADERSHIP AND MANAGEMENT**

*3 credits*

This course is a mix of theory and practical applications. Students will learn about the characteristics and dynamics of modern business organizations and the role of managers and leaders. The use of leadership and management theory, the development of management tools to achieve goals, and learning how to convey information effectively will provide the foundation of this course. The role of leaders and personal approaches to leadership will be explored as a starting point for the students' own leadership development.

**Prerequisite(s):** C+ in one of ENG-060, ENG-096, ENG-098, ESL-090 or Provincial English 12, or assessment.

**Offered in the following terms:** 2012 Fall

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## **THM-119**

### **TOURISM & HOSPITALITY - YR 1 FIELD TRIP**

*1 credit*

This field trip is specifically designed to exposed students to a wide variety of operational situations encountered in an urban four or five start 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 contract these urban businesses and services with comparable regional/ local services and with the relevant tourism and hospitality theory studied in the classroom.

**Prerequisite(s):** C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090 or assessment.

**Offered in the following terms:** 2013 Winter

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## **THM-170**

### **FOOD AND BEVERAGE SERVICE**

*3 credits*

This course focuses on the philosophy and psychology of service as well as the technical skills (or the mechanics) of service. Students will experience a combination of service theory reinforced by the actual practice of the concepts learned. Emphasis on the concept of customer relations from its broadest perspective, and the ways it impacts on the customer and on the interpersonal skills needed to manage situations. Students will understand and appreciate the areas of service that are important and critical from a guest and management point of view.

**Prerequisite(s):** C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090 or assessment; and C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Application of Math 12, or MAT 053; or assessment.

**Offered in the following terms:** 2012 Fall, 2013 Winter

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### **THM-197** **CO-OPERATIVE ED INTERNSHIP WORK TERM**

*3 credits*

This course gives students an opportunity to apply and extend academic knowledge and practical skills while employed with qualified co-op employers. The full-time five-month work experience is facilitated and supervised by the College and includes assignments, based on career development and the work experience, to meet individual educational goals and objectives.

**Prerequisite(s):** EMP 100 plus Completion of a minimum of 24 credits of first year courses.

This course is not offered in any upcoming terms

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### **THM-201** **INTERNAL CONTROLS**

*3 credits*

This is an introductory course designed to provide an understanding of management's requirements for effective internal controls in the tourism and hospitality industry. Topics included are basic internal controls for prime costs and other operating expenses as well as revenues, pricing, break-even analysis, budgeting, standard and other types of costs and variances. This course will utilize spreadsheet software like EXCEL and a POS system like Squirrel.

**Prerequisite(s):** C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090 or assessment; and C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Application of Math 12, or MAT 053; or assessment.

This course is not offered in any upcoming terms

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### **THM-203** **CONVENTION & SPECIAL EVENTS MANAGEMENT**

*3 credits*

Topics you will cover in this course include the coordination of special events, programs, festivals and conferences, the development and implementation of action plans, and working with volunteers and the community. You will also gain an understanding of convention business, providing an understanding of the scope of the meetings, convention and incentive markets, what they look for, how to sell and how to manage them once on site.

**Prerequisite(s):** 15 credits in THM or BUS

This course is not offered in any upcoming terms

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## **THM-211**

### **SUSTAINABLE TOURISM-INDUSTRY**

*3 credits*

This specialized course provides an overview of the challenges facing tourism managers and operators in today's environmentally sensitive marketplace. We explore the relationship between tourism, recreation, and the management of tourism business in conjunction with the natural resources being utilized and the participants and managers of that resource. Industry, stakeholder, and government speakers representing their organizations' perspective will represent a large portion of the class.

**Prerequisite(s):** ENG 115 or ENG 117

This course is not offered in any upcoming terms

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## **THM-212**

### **TOURISM AND HOSPITALITY LAW AND ETHICS**

*3 credits*

This course deals with a summary of Canadian Law in general and specific areas applicable to the tourism and hospitality industry. Topics include sources of law, common law, statute law, forms of business, the sale of goods, human rights, working conditions, crime, labour relations, methods of securing debt, liquor, health and other licensing, sale of food, alcohol and non-alcoholic beverages, safety of guests and guest's property and environmental issues.

**Prerequisite(s):** C+ in one of ENG-060, ENG-096, ENG-098, ESL-090 or Provincial English 12, or assessment.

This course is not offered in any upcoming terms

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## **THM-219**

### **TOURISM & HOSPITALITY - YEAR 2 FIELD-TRIP**

*50 hours lab/field trip + group work, 2 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 several relevant businesses and services within the eight sectors of the tourism and hospitality industry. They are required to contrast these businesses and services with comparable regional/local services and with the relevant tourism and hospitality theory studied in the classroom.

**Prerequisite(s):** 15 credits in THM or BUS.

This course is not offered in any upcoming terms

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## **THM-222**

## **ENTREPRENEURSHIP IN TOURISM**

*Lecture, 3 credits*

This course deals with a broad range of business skills. Drawing on prior course knowledge from planning & research, business writing, marketing, accounting, human resources, and sales and promotion students will evaluate a new or existing business idea or concept and formulate a formal business plan for the concept. Topics cover the research, development and business planning for a tourism and hospitality related business. This course will also utilize a wide variety of Microsoft Office 2003 programs including word, excel, and publisher.

**Prerequisite(s):** BUS 162, BUS 100, BUS 112 or TRM 115

This course is not offered in any upcoming terms

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## **THM-225**

### **CROSS CULTURAL TOURISM**

*3 credits*

This course is aimed at increasing participant's awareness of and sensitivity toward their own and other cultures and challenging participants to view themselves as cultural beings. This course develops knowledge and demonstrable skills competence in cross-cultural settings and increases participant's knowledge of issues related to cultural sustainability within the context of tourism activity.

**Prerequisite(s):** ENG 115 or ENG 117;

This course is not offered in any upcoming terms

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## **THM-238**

### **SERVICE MANAGEMENT AND OPERATIONS**

*3 credits*

This Services Management and Operations course will explore the nature of services in general and the unique dynamics of Tourism, Hospitality and Recreation services in particular. A primary focus of this course will be on management's role in creating a quality customer service experience by developing a successful service delivery system.

**Prerequisite(s):** ENG 160, ENG 115 or ENG 117 and THM 112 or BUS 150.

This course is not offered in any upcoming terms

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## **THM-250**

### **INTERNATIONAL HOTEL MANAGEMENT**

*3 credits*

The scope of the international hospitality industry provides future managers with both opportunities and challenges. Students in this course will gain an appreciation of the complexities of managing and leading international operations - from how operations are structured to how culture impacts all facets of the business environment.

**Prerequisite(s):** ENG 160, ENG 115 or ENG 117 and THM 112 or BUS 150.

This course is not offered in any upcoming terms

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**THM-270****BEVERAGE THEORY AND MANAGEMENT**

*3 credits*

This course is a systematic approach to beverage product knowledge and operations with emphasis on management and operational controls. Students will get practical experience in the preparation and service of beverages.

**Prerequisite(s):** C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090 or assessment; and C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Application of Math 12, or MAT 053; or assessment. TFS 010 (Foodsafe), TFB 011 (Serving it Right). C+ in one of Provincial English 12, ENG 060, ENG 096, ENG-098 or ESL 090 or assessment; and C+ in Foundations or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, or MAT 053; or assessment.

This course is not offered in any upcoming terms

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**TMA-059****FOOD & BEVERAGE MANAGEMENT**

*Distance (D), 1.5 credits*

This certificate course was designed by the American Hotel and Motel Association. The course shows how a profitable food service operation is managed in order to satisfy customer needs and expectations.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-066****FOOD & BEVERAGE COST CONTROL**

*Distance (D), 1.5 credits*

This certificate course was designed by the American Hotel and Motel Association. Participants in this course will learn effective control of food and beverage operations, including standards determination, the operating budget, income and cost control, control systems and computer applications to planning and control functions.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-067****MANAGING FOOD & BEVERAGE SERVICE**

*Distance (D), 1.5 credits*

This certificate course helps supervisors and managers plan for and manage the different types of food and beverage operations in a hotel or motel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, entertainment/show rooms and more.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-068**  
**SUPERVISORY HOUSEKEEPING**

*Distance (D), 1.5 credits*

This certificate course was designed by the American Hotel and Motel Association. Key staff can learn how to manage the housekeeping department, including supervisory training, purchasing and cleaning procedures.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-100**  
**FINANCIAL ACCOUNTING I**

*Distance (D), 1.5 credits*

This certificate course was designed by the American Hotel and Motel Association. The main objective is to present financial accounting concepts and to explain how they apply to specific operations within the hospitality industry.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-110**  
**FINANCIAL ACCOUNTING II**

*Distance (D), 1.5 credits*

Designed by the American Hotel and Motel Association, Financial Accounting II offers an advanced treatment of the accounting function and addresses the unique needs of the hospitality industry.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-125****HOTEL/MOTEL SECURITY MANAGEMENT**

*Distance (D), 1.5 credits*

Course content includes setting up a security program, security equipment, guest and asset protection, emergency procedures, management responsibility and security procedures covering guest concerns.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-130****HOSPITALITY INDUSTRY COMPUTER SYSTEMS**

*Distance (D), 1.5 credits*

Course content includes software and hardware applications used in the various departments of a hospitality operation. Departments covered include food and beverage, front desk, reservations, accounting and others.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**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.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-145****MANAGING HOSPITALITY HUMAN RESOURCES**

*Distance (D), 1.5 credits*

No matter what department supervisors work in, they must be prepared to manage the industry's most precious resources, people. This course covers recruiting, selecting, compensation administration, interviewing, labour relations and all other issues with respect to the management of people.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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**TMA-150**

## **HOSPITALITY SALES & MARKETING**

*Distance (D), 1.5 credits*

Course content includes how to identify and sell to the most appropriate markets, develop and implement effective marketing plans and how to plan, select, write, and produce profitable advertising and public relations projects.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-155**

### **MARKETING IN THE HOSPITALITY INDUSTRY**

*Distance (D), 1.5 credits*

This course focuses on how hotels and resorts can compete effectively in today's marketplace. Course content includes distinctive aspects of service marketing; strategic marketing planning; analysing the environment, product, competition and markets; integrating the marketing concept, merchandising, marketing plan, strategic planning and growth.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-160**

### **CONVENTION MANAGEMENT & SERVICE**

*Distance (D), 1.5 credits*

This course helps students understand the complex jobs of meeting planners and convention service managers, the details that make or break conventions and meetings, and techniques for reaching target markets and making the sale.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-165**

### **FACILITIES MANAGEMENT**

*Distance (D), 1.5 credits*

This course provides the student with an understanding of basic electrical, plumbing, heating and air conditioning methods, also computing utility costs, efficiency evaluation, preventive maintenance, strategies for energy management, guest safety, employee awareness, and security measures.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-170**

### **FRONT OFFICE PROCEDURES**

*Distance (D), 1.5 credits*

In this course you will learn all the steps to receiving reservations, registrations, front office responsibilities and the secrets to keeping the front office profitable while providing top-notch service.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-175 HOSPITALITY SUPERVISION**

*Distance (D), 1.5 credits*

The material in this course will help you hit the ground running. You will learn proven ways to get maximum results by directing and leading. You will learn how to juggle the expectations of management, guests, employees, and governmental agencies. You will also learn creative strategies for effectively managing change and resolving conflict.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-240 INTERNATIONAL HOTEL MANAGEMENT**

*Distance (D), 1.5 credits*

How to plan, develop and manage hotels in the international arena. Course content includes emergence of international hotels, political aspects, financing international hotels, developing an international hotel, managing international hotels, international contracts and agreements, cultural diversity, sales and marketing, international hotel classifications and standards.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **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.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **TMA-270 QUALITY LEADERSHIP AND MANAGEMENT**

*Distance (D), 1.5 credits*

In this course you will learn how to improve your leadership abilities and develop an understanding of high-performance teams and employee empowerment.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Winter

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### **TMA-280**

#### **MANAGERIAL ACCOUNTING FOR THE-HOSPITALITY INDUSTRY**

*Distance (D), 1.5 credits*

In this course you will learn how to become smart decision makers by practicing with managerial accounting information. You will learn how to make effective business choices based on the numbers that affect daily operations. You will learn to develop on-target budgets and control cash flow, and reach profit goals with the help of financial reports and other tools.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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### **TMA-285**

#### **CONTEMPORARY CLUB MANAGEMENT**

*1.5 credits*

In this course students will be introduced to the unique world of club management. Students will learn to work effectively with boards, committees, and members to identify, attract, and maintain a dedicated staff. Marketing and managing food and beverage operations as well as the recreation side of club operations are two primary operational areas.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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### **TMA-366**

#### **ACCOUNTING FOR CLUB OPERATIONS**

*60 hours*

In this course students will be introduced to the unique world of club accounting. Topics covered include: introduction to club accounting, statement of financial positions, statement of activities, statement of cash flows, ratio analysis,



understanding and applying cost concepts, operations budgeting, current asset management, internal controls, capital budgeting, property, equipment and other fixed assets, accounting for payroll-related liabilities, club technology applications, lease accounting, and taxes.

**Prerequisite(s):**

**Offered in the following terms:** 2011 Fall, 2012 Winter

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Spring, 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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## **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, Aviation Tourism Programs, or Adventure Tourism Certificate and completion of TRM 116, TRM 108, TRM 109, and TRM 115

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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## **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

**Offered in the following terms:** 2013 Winter

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall, 2012 Fall

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### **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

**Offered in the following terms:** 2011 Fall

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### **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

**Offered in the following terms:** 2012 Fall

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## **WJC-150**

### **MARINE JOINERY**

This course will apply the knowledge used in the design and building of furniture and cabinets to marine joinery. Design for the marine environment, material selection, joinery, and structural consideration will be covered. This course focuses primarily on interior construction with the addition of select exterior wooden components.

**Prerequisite(s):** Admission to the Joinery/ Cabinet Making Foundation Program.

**Offered in the following terms:** 2012 Fall

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## **WLA-300**

### **WELDING APPRENTICESHIP TECHNICAL-TRAINING - LEVEL 3**

*180 hours*

**Prerequisite(s):** Welding Apprenticeship Level 1 & 2

This course is not offered in any upcoming terms

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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## **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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**WRK-106****BLUEPRINT READING II (RK6)**

*6 hours*

This module reviews blueprint reading and covers template development and pipe layouts.

**Prerequisite(s):** "C" Level

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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**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

**Offered in the following terms:** 2011 Fall, 2012 Winter, 2012 Fall, 2013 Winter

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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### **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **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.

This course is not offered in any upcoming terms

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## **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

This course is not offered in any upcoming terms

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## **WSF-025**

### **HAZARD RECOGNITION & EMERGENCY RESPONSE**

*8 hours*

This introductory course designed to provide the tools to new forest workers to identify hazards in the field. This course also investigates the emergency response planning process and provides students with the necessary knowledge to plan for emergencies while working in isolated areas.

**Prerequisite(s):** None

This course is not offered in any upcoming terms

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## **WSF-026**

### **INTRO TO OCCUP HEALTH AND SAFETY GUIDE**

*8 hours*

This course will introduce participants to the WorkSafeBC mandate and regulations affecting practices in the workplace. Occupational Health and Safety guidelines will be explored. Various safety management systems will be investigated, safe work practices will be studied, including the BC Forest Safety Council certification of companies, and the various aspects of emergency planning and response will be investigated. Students will be introduced to the concepts surrounding dispute resolution and cultural awareness.

**Prerequisite(s):** None

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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**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

**Offered in the following terms:** 2012 Winter

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## **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

**Offered in the following terms:** 2012 Winter

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## **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

**Offered in the following terms:** 2012 Fall

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## **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

**Offered in the following terms:** 2013 Winter

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**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

This course is not offered in any upcoming terms

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**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

This course is not offered in any upcoming terms

# 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.

**Admission Requirement(s):** Prerequisites that must be complete to qualify for admission to a program.

**Aegrotat:** An unclassified degree which a student may receive based on satisfactory term marks but which the student has been unable to complete due to demonstrated exceptional circumstances, e.g. illness, death in the family, etc.

**Application:** The formal way of notifying a post-secondary institution that you want to be a student there.

**ApplyBC:** [ApplyBC](#) , formerly known as the Public Application Services of BC, or PASBC, provides students opportunities to apply for admission over the Internet to public post-secondary institutions in BC.

**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. Apprenticeship lengths 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.

**Associate Degree:** The degree awarded after a two-year period of study which can be either terminal (vocational) or transfer (the first two years of a bachelor's degree).


**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

**Bachelor's Degree:** The degree awarded upon completion of approximately four years of full time study in the liberal arts or sciences or professional subjects.

**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.

**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.

**Deferred Fees:** Fees which have been postponed or delayed. These are possible for qualified students through application to an NIC Financial Aid Advisor. Such approval must be obtained prior to payment deadlines.

**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 postsecondary 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:** Enrolment 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 Interprovincial Red Seal (Accredited) Training Programs.

**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 postsecondary 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 [Academic Schedule](#). 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.

**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:** 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.

## Faculty Directory

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## 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)

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## 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)

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## 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)

**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)

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## 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)

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## 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)

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## 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)

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## HEALTH & 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)

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## 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)

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## 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)

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## 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)

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## 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)

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## 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 Mechanic 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

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## 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)

**Anderson, James**, B.A. Classical History (UAlberta), M.A. Archaeology (University of Newcastle Upon Tyne), Ph.D. Archaeology (UNewcastle), Diploma: Surveying and Mapping Technology (BCIT)

**Carrel, Alix**, B.Sc. In Cellular, Molecular, and Microbial Biology, Minor in French Literature (UCalgary), M. French Literature (UCalgary), Ph.D. Comparative Literature

(Université Paris XII), Prefaced by Diplôme D'Études Approfondies "Littérature Française et Comparée" (Université de Bourgogne)

**Catchpole, Michael**, B.A. Honours Psychology (UBC), M.A. Developmental/Cognitive Psychology (UBC), Ph.D. Developmental/Cognitive Psychology (UBC)

**Chow, Yi Ling**, B.A. Psychology (McGill), M.A. Educational Psychology and Special Education (UBC)

**Eiselen, Sue**, B.Sc. Human Physiology and Psychology (Distinction) (UPretoria), B. Social Science - Psychology (Honours) (UPretoria), M.A. Research Psychology (Distinction) (UPretoria)

**Gardiner-Hynds, Richelle**, B.A. (Distinction) Major in History, Focus on Women's History/Studies (ULethbridge), M.A. Intergrated Studies

**Hinman-Smith, Daniel**, B.A. (First Class), Major History (UVic), Class G Secondary Social Studies Certification (University of North Carolina at Chapel Hill), M.A. History (UVic), Ph.D. Philosophy, Major History (University of North Carolina at Chapel Hill)

**Lawrence, Jeff**, Certificate in TESOL (Canadian Institute of English), Certificate in Liberal Arts (SFU), B.A. Honours Philosophy (UVic), M.A. Philosophy (McMasterU)

**Lyster, Rosanne**, B. Home Economics, Specialization: Family Life Education (UBC), M.A. Family Studies (UBC)

**Marton, John**, B.A. Psychology (SFU), M.A. Psychology (UVic), Ph.D. Psychology (UVic)

**McConnell, Bill**, B.Sc. Honours Psychology (UGlasgow), M. Applied Science Clinical Psychology (UGlasgow), Ph.D. Counselling Psychology (UCalgary), Registered Psychologist

**McIntosh, Harvey (Brent)**, B.A. History, Minor: Geography (SFU), M.A. History (SFU), Post-Degree Professional Program, Secondary (UVic), Advanced Graduate Diploma in Distance Education (Technology) (AthabascaU)

**Morton, James**, B.A. Archaeology (SFU), M.A. History (UVic), Ph.D. History (UVic)

**Patterson, Serena**, B.A. Psychology (Yankton College), M.A. Clinical Psychology (SFU), Ph.D. Clinical Psychology (SFU)

**Sheehan, Linda**, Environmental Technician Diploma (Mount Royal College), B.A. in Major in Geographhy (Co-op), Minor in Philosophy (UVic), M.A. Geography (UVic), Teaching Certificate, Post-Degree Professional Program (Secondary) (UVic)

**Whyte, Paul**, B.A. (Second Class) Major: Political Science (UVic), M. Philosophy, Concentration: Political Philosophy & History (KentU), Professional Teaching Certificate, Secondary (UVic)

## Math & Sciences

**Corbett-Labatt, Patricia**, Associate of Arts (Douglas College), B.Sc. Major in Biology (UBC), BC Provincial Instructor Diploma (VCC), M. Adult Ed. (St.FX)/PH

**DeForge, David**, B.Sc. Honours Program with Distinction, Specialized Honours - Theoretical Physics (UGuelph), M. Science in Physics (UBC), M. Applied Science in Engineering Physics (McMasterU), B.Ed. - O.T.C. Intermediate/Senior Level Scienceysics/Mathematics (UOttawa)

**Diemer, Jason**, B.Sc. Physics (Honours) (UVic), M.Sc. Applied Mathematics (UWO), B.Ed. Intermediate/Secondary Physics and Mathematics (UWO)

**Drummond, Phyllida**, B.Sc. Major in Cell and Molecular Biology, Minor in Marine Biology (UVic), M.Sc. Cell and Molecular Biology (UBC), B.Ed. (Malaspina)

**George, Darren**, B.Sc. Honours Chemistry (UAlberta), Ph.D. Chemistry (UAlberta)

**Gosnell, Laura**, Assosciate Degree in Science - Biology Major (Northwest Community College), Bachelor of Science - Major Biology, Ecology Option (UBC), Master of Education - Ed Curriculum and Instruction (UNBC)

**Harrison, Donna (Georgie)**, B.Sc. Biology (UBC), B.C. Teacher Certification (SFU), M.Sc. Biology (UNBC)

**Hodgson, Christine**, B.Sc. Specialization: Zoology (UAlberta), M.Sc. Biology (UVic), Registered Professional Biologist (Association of Professional Biologists of BC), BC Provincial Instructor Diploma (VCC)

**Howard, Debby**, B.Sc. (SFU), M.P.M. (SFU), BC Provincial Instructor Diploma (VCC), Co-op Learning Level I (NIC)

**Hunter, Will**, B.Sc. Honours Genetics (UWO), M.Sc. Biology (SFU)

**Jones, Michele**, B.Sc. General Science (Ulowa), M.Sc. Botany (UBC)

**Lightfoot, Dennis**, B.Sc. Agricultural Engineering (Great Distinction, University Scholar) (McGill), M.Sc. Agricultural Engineering (McGill), Professional Engineer (Association of Professional Engineers and Geoscientists of BC), Professional Agrologist (BC Institute of Agrologists)

**Milligan, Sandra**, B.Sc. Toxicology, Chemical Emphasis (UGuelph), M.Sc. Psychology (UVic), M.Sc. Anatomy & Neurobiology (UOttawa)

**Schmidt, Danita**, B.Sc. Honours Biology (Co-op) (UWaterloo), Certificate in Fish and Wildlife Technology (Lethbridge Community College), Registered Professional Biologist (Professional Biologists of BC)

**Staples, Glen**, B.Sc. Major: Mathematics, Minor: Computer Science (UCalgary), Teacher's Certificate (UCalgary), Computer Technology Program (NIC)

**Turnham, Barrie**, B.Sc. Honours Chemistry (UVic), Ph.D. Physical Chemistry (StanfordU), French Language Diploma (UVic), Post-Degree Professional Program (Secondary), Teaching Certificate (UVic)

**Wang, Sherrie**, B.Sc. Chemistry (NankaiU, China), Ph.D. Chemistry (UVic)

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## UPGRADING & SPECIAL PROGRAMS

**Aiello, Sylvia**, B. Home Economics (UBC), BC Teaching Certification (UBC), BC Provincial Instructor Diploma (VCC)

**Almond, Janis**, B.A. (McMasterU), BC Provincial Instructor Diploma (VCC), Law & Security Administration Diploma (Mohawk College)

**Atleo, Anne**, B.A. Major in Political Science (UBC & Camosun College), LL.B. Bachelor of Law (UBC)

**Bendle, Norman**, B.A., M.A. (UVic)

**Bowie, Alexander**, BC Provincial Instructor Diploma (VCC) 1 Course to Complete, B.Sc. Major in Mathematics (ConcordiaU), B.A. Major in Biology and Geography (BishopsU), M.Sc. (UBC) - In Progress, M.A. Integrated Studies, Specialization in Adult Education

**Burdette, Genevieve**, B.Sc. Environmental and Conservation Sciences (U of Alberta), M.Ed. Educational Psychology (McGill U)

**Chambers, Ellen**, B.Sc. In Education (North Adams State College, Massachusetts), M.Ed. Educational Psychology and Special Education (UBC), BC College of Teachers Certificate, Lifetime Massachusetts Certification (K-8 and Music)

**Doncaster, Sheila**, B.Sc. Concentration: Physical Education (AcadiaU), M.Ed. Concentration: Educational Psychology, Special Education (UAlberta)

**Ducharme, Marie**, B.A. Psychology (Distinction) (Concordia), Diploma Secondary Education (McGill), Certificate - Special Education (McGill), M. Ed. Special Education (UBC)

**Faust, Sandra**, B.A. English Major with First Class Honours standing (UVic), B.Ed. Post-Degree Professional Program with First Class Honours Standing (Malaspina)

**Girard, Elizabeth**, B.A. Major: Geography (LakeheadU), B. Honours Outdoor Recreation, Parks and Tourism (LakeheadU), B.Ed. Intermediate/Secondary (Ontario Institute for Studies in Education), Interim Professional Certificate (BCCT)

**Harris, Wendy**, B.A. Early Childhood Education - Special Ed. (RyersonU), B.Ed. Primary/Junior Division (UToronto), Ontario Teacher's Certificate (Ontario College of Teachers), M.Ed. Applied Psychology (UToronto-OISE)

**Jackson, Ken**, B. Applied Science - Civil Engineering (UBC), Certificate - Faculty of Education, Concentration: Mathematics & Physics (UBC), BC Teacher's Licence

**Keitlah, Wilma**, B.Ed. Native Indian Teacher Education (UBC), M.Ed. Curriculum Studies (UVic), Professional Certificate (BCCT)

**McCaffrey, Noreen**, B.Ed. Elementary Curriculum (Second Class) (UVic), Professional Teaching Certificate (UVic), Certificate of Adult and Continuing Education (UVic)

**Newton, Mac**, B.A. English Literature (AcadiaU), M.Ed. (NiagaraU), Teaching English as a Second Language (YorkU), Teachers Interim Professional Certificate (BCCT), Native Adult Instructor Diploma (Okanagan University College), Certificate of Conflict Analysis and Management (Institute of Conflict Analysis and Management)

**Nicklin, Janice**, B.Sc. (U of Winnipeg), M.A. Leadership and Training (Royal Roads U)

**Peters, Catherine**, General Arts Diploma (Okanagan College), Counselling Certificate Program (VCC), Registered Rehabilitation Professional

**Porter, Cheryl**, B.Ed. Secondary (UBC), Office Careers Program - Receptionist, Clerk Typist, Bookkeeping Clerk Certificates (NIC)

**Pruyser, Mary**, B.A. (Special) (UAlberta), B.Ed. Secondary (First Class) (UVic)

**Sale, Karen**, B.A. (Second Class), Child Care (UVic)

**Schiller, Suzanne**, B.A. Honours Geography with Concentration in Sociology (UOttawa), M. Environmental Studies (YorkU), TESL Certificate (The Canadian Cooperative for Language & Cultural Studies)

**Voyageur, Evelyn**, B.Sc.N. (UVic), M.A. Applied Behavioural Sciences (Bastyr University), Ph.D. (Stratford International University), RN

**Wolfe, Naomi**, T.E.S.L. Certificate (George Brown College), Certificate in Intercultural Studies (UBC), Community Interpreter Certificate (VCC)

## NIC Administration

### In this Section:

[Board of Governors](#)

[Education Council](#)

[Senior Leadership Team](#)

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### BOARD OF GOVERNORS

The Board of Governors is empowered by the College and Institute Act of British Columbia to manage, administer, and direct the affairs of the institution in the areas of property, revenue, expenditure, business, and other matters within the context of the process and duties accorded it.

Appointed Board Members	Elected Board Members	Ex Officio Board Members
<b>Bruce Calder</b> Chair Community Representative Comox Valley	<b>Betty Tate</b> Faculty Representative Comox Valley	<b>Jan Lindsay</b> President
<b>David Kruyt</b> Vice-Chair Community Representative Campbell River	<b>Cathy Reyno</b> Support Staff Representative Comox Valley	<b>Sharon Larade</b> Executive Assistant, Board of Governors
<b>Allyson Hamilton</b> Community Representative Comox Valley	<b>Janessa Greenhill</b> Student Representative	<b>Heather Howie</b> Chair, Education Council
<b>Scott Kenny</b> Community Representative Port Alberni	<b>Savannah Mckenzie</b> Student Representative	
<b>Judith Round</b> Community Representative Comox Valley		

<b>Violet Mundy</b> Community Representative Port Alberni		
<b>Don Sharpe</b> Community Representative Comox Valley		
<b>Bruce Bell</b> Community Representative Comox Valley		
<b>Kathleen Nelson</b> Community Representative Mount Waddington		

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## EDUCATION COUNCIL

Established by the College and Institute Act, Education Council's role is to ensure educational quality at North Island College. Education Council has two main functions in this regard:

1. To review and approve curriculum and policies that relate to academic standing, academic standards and evaluation of student performance; and
2. To advise the Board of Governors on the development of educational policy (e.g. related to the implementation and/or cancellation of courses and programs, evaluation of programs and educational services, terms of affiliation with other post-secondary bodies, qualifications for admission policies, and criteria for awarding certificates, diplomas and degrees).

### Education Council Members

**Heather Howie**, Chair  
Support Staff, Scheduler, College-wide

**Tony Bellavia**, Chair  
Dean, Developmental and Access

**Kathleen Kuhnert**, Chair  
Director, Student Services & Registrar

**Jan Lindsay**, Ex-Officio  
President, NIC

**Susan Shantz**  
Faculty, Health & Human Services

**Mac Newton**  
Faculty, Adult Basic Education

**Brooke McIntosh**  
Education/Financial Aid Officer

**Savannah McKenzie**  
Student

**Jeff Wharton**  
Coordinator, Trades & Technical Programs

**Linda Jay**  
Faculty, Business Administration

**Phyllida Drummond**  
Faculty, Math and Science

**Kim Gibson**

Faculty, Business Administration

**Janessa Greenhill**

Student, Comox Valley Campus

**Will Hunter**

Faculty, Sciences

**Jamie Branch**

Student

**Jan Carrie**

Vice President, Education

**Caitlin Harnett**

Faculty, English

**Barbie Mayor**

Faculty, Practical Nursing

**Gillian Northwood**

Support Staff, Student Records

**Glen Staples**

Faculty, Mathematics & Sciences

**Kara Foreman, Recorder**

Recording Secretary

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## **SENIOR LEADERSHIP TEAM**

Comprised of those administrative positions reporting directly to the President, the Senior Leadership Team's primary purpose is twofold: 1) to lead the educational and administrative functions of the college through the establishment of institutional priorities and directions; and 2) to ensure institutional accountability and adherence to legislative and Ministry of Advanced Education and Labour Market Development policies and directives.

### **Senior Leadership Team Members**

**Jan Lindsay, Chair**

President, NIC

**Mark Herring**

Executive Director, International Education

**Carol Baert**

Vice President, Finance & Facilities

**Jan Carrie**

Vice President, Education

**Ken Crewe**

Director of Human Resources and Organizational Development

**Lisa Domae**

Vice President, Student and Educational Services and Planning

**Susan Auchterlonie**

Director, College & Community Relations and Executive Director, NIC Foundation

**Sue Bate**

Executive Assistant