

## 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 NIC. For more information, contact Student Services at any of NIC's campuses or centres.
- NIC reserves the right to cancel or change any provision or requirement at any time.
- Faculty or advising staff may assist in the planning of programs, but the final responsibility for meeting requirements for certificates, diplomas, and degrees rests with each student.



## Table of Contents

### Departments & Resources

- Admission
- Fees / Tuition

### Programs

### Courses

# Admission

## In this Section:

[General Admission](#)[Underage Qualification for General Admission](#)[Dual Credit High School Admissions](#)[Dual Admission with Partnering Institutions](#)[International Student Admission](#)[Program Admission](#)[Course Prerequisites](#)[High School & Post Secondary Transcripts](#)[Advanced Placement Grade Report](#)[Instructor Permission \(Prerequisite Waiver\)](#)[▲ Back to top](#)

## GENERAL ADMISSION

To be considered for admission to North Island College:

- An applicant must be 18 years of age or older within the calendar year in which they will be studying.
- A Canadian citizen or provide the following documentation, as applicable, as part of their application:
  - Proof of permanent resident status
  - Proof of convention refugee status
  - Proof of permission to study in Canada as an international student

Refer to Admission [Policy 4-17](#).

[▲ Back to top](#)

## 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).

[▲ Back to top](#)

## 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. 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.

[▲ Back to top](#)

## UNDERAGE QUALIFICATION FOR GENERAL ADMISSION

Underage applicants who are under 18 years of age may request special admission by contacting their local campus and requesting an appointment with a counsellor.

[▲ Back to top](#)

## DUAL ADMISSION WITH PARTNERING INSTITUTIONS

North Island College currently offers Dual Admission opportunities with the University of Victoria, Vancouver Island 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.

[▲ Back to top](#)

## 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. To be considered an applicant, individuals must pay a one-time, nonrefundable application fee and complete a NIC application form that indicates their chosen program. 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 for most programs, qualified applicants will keep their qualification date and time and remain on program carry-over lists for the next intake.

Note: 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.

[▲ Back to top](#)

## 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 the [Academic Course Search](#). **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:

[▲ Back to top](#)


## 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. Official transcripts must bear the seal and/or signature of the institution or agency from which they were sent. 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:

[▲ Back to top](#)

## Advanced Placement Grade Report

The Advanced Placement Grade Report may also be used to apply for transfer credit towards a NIC credential. Please see the [BC Transfer Guide for equivalencies](#) . 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.

## 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 in a sealed envelope directly from the sending institution.

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.


### **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. Refer to [BC Transfer Guide for equivalencies](#) .


# Tuition / Fees

## 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](#)[▲ Back to top](#)

## PAYING TUITION

You may pay your tuition via:

- [myNIC](#)  - select WebAdvisor and Financial Information.
- In person at Student Services by Visa, Master Card, debit, cheque or cash
- Online banking

[▲ Back to top](#)

## TUITION FEES

Fees listed in the Credit Calendar are subject to Board approval and may change. Refer to [Tuition & Costs](#) on our website the most update to date fee schedule 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.

[▲ Back to top](#)

## Domestic Tuition Fees

### Adult Basic Education & Adult Special Education programs

- Tuition free for Canadians and permanent residents

## University Transfer & other credit programs

- One course (3-credit course): starts at \$273.84
- One term (five, 3-credit courses): starts at \$1,369.20
- One year (ten, 3-credit courses): starts at \$2,738.40

## Vocational programs

- Program year: up to \$2,739.06

## 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 \$273.84 cost for this 3-credit course. Students are also required to take TRM or BUS 197 BUS 297 with a charge of \$91.28 per credit.

[▲ Back to top](#)

## International Tuition Fees

### Academic programs

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

- Three to five courses: \$5,885
- More than five courses: \$1,471.25 per additional course
- Post degree diploma: \$14,718.50

### English as a Second Language

- Up to three courses: \$4,800
- More than three courses: \$500 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: \$1,275
- Two months: \$2,550
- Three months: \$3,825

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

- Varies per program

[▲ Back to top](#)

## Tuition by Program

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

[▲ Back to top](#)

## Other Fees

<b>Application</b>	\$25 one time, non-refundable (Contract, Continuing
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	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 three-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>	\$3.46 per credit \$12.97 per month \$51.88 per term for international
<b>Transcript</b>	\$10 + tax each (official) Transfer Credit Evaluations No charge for BC post-secondary transcript.
<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

[▲ Back to top](#)

## 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.

[▲ Back to top](#)

## 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.

[▲ Back to top](#)

## 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.

[▲ Back to top](#)

## 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.

[▲ Back to top](#)

## 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.

## University Transfer

### Arts & Sciences

- Associate of Arts Degree
- Associate of Science Degree
- Criminology Diploma
- University Studies

### University Partnerships

- Portland State Guaranteed Transfer
- Royal Roads Dual Admission
- UNBC Dual Admission
- University of Manitoba Student Mobility
- UVic Dual Admission
- UVic Engineering Pathway
- UVic Guaranteed Admission
- VIU Dual Admission
- VIU Education Pathway
- VIU MBA/MScIB Guaranteed Admission

## 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 Certificate
- Business Administration Diploma
- Business Administration Post Degree Diploma
- Business Administration Post Degree Diploma - Global Business Management
- Business Administration Post Degree Diploma - Pre-Professional Accountant

### Applied Business Technology

- Administrative Assistant Certificate
- Computing Accounting Assistant Certificate
- Legal Administrative Assistant Certificate
- Medical Office Assistant Certificate
- Office Assistant I Certificate
- Office Management Certificate

## Fine Arts & Design

- Fine Arts Diploma
- Metal Jewellery Design Certificate
- Professional Potter Advanced Diploma

### Interactive Media

## Community Care

- Animal Care Aide Certificate
- Early Childhood Care & Education Certificate
- Early Childhood Care & Education Diploma

### Human Services

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

## Health Care

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

## Tourism & Hospitality

- Adventure Guiding Certificate
- Global Tourism & Hospitality Management Advanced Certificate
- Global Tourism & Hospitality Management Advanced Diploma
- Hospitality Distance Learning
- Professional Cook (Culinary Arts)
- Tourism & Hospitality Management Certificate
- Tourism & Hospitality Management Diploma

## Trades & Technology

- Aircraft Sheet Metal Manufacturing Technician
- Aircraft Structures Technician (AME-S)
- Automotive Service Technician Foundation
- Carpentry Foundation
- Electrical Foundation
- Electronics Technician Core Certificate
- Heavy Mechanical Foundation
- Industrial Automation Technician Diploma
- Joinery/Cabinetmaking Foundation
- Landscape Horticulture Fundamentals Certificate
- Marine Training
- Metal Fabrication Foundation
- Plumbing & Piping Foundation
- Underground Mining Essentials Certificate

- [Advanced Communication and Interactive Design Diploma](#)
- [Communication Design Diploma](#)
- [Mobile Application Development Certificate](#)
- [Web and Mobile Application Development Diploma](#)
- [Web Design Certificate](#)

- [Welder Foundation](#)

### **Apprenticeship Training**

- [Carpenter Apprenticeship Training](#)
- [Electrician Apprenticeship Training](#)
- [Heavy Duty Apprenticeship Training](#)
- [Landscape Horticulture Apprenticeship Training](#)
- [Plumbing Apprenticeship Training](#)
- [Professional Cook \(Culinary Arts\)](#)
- [Welder Apprenticeship Training](#)

### **Upgrading**

- [Academic English Language Program](#)
- [Adult Basic Education](#)
- [BC Adult Graduation Diploma](#)
- [Language Instruction for New Canadians \(LINC\)](#)

### **Access for Students with Disabilities**

- [Employment Transition Program](#)

### **Continuing Education**

- [Coastal Log Scaling](#)

# Associate of Arts Degree

## Program at a Glance

*2-year associate degree*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**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, or political science.

**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 the University of Victoria (UVic), the University of British Columbia (UBC), Simon Fraser University (SFU), and Vancouver Island University (VIU).

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### 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 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. And distance education options are available for some courses, allowing you to start or finish your degree wherever you are.

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, 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 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:

#### English

Consider including: ENG 107, ENG 108, ENG 109, ENG 115, ENG

117 and ENG 160. Two of ENG 207, ENG 208, ENG 209, or ENG 214.

### **Anthropology**

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

### **Criminology**

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

### **First Nations**

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

### **History**

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

### **Modern Languages**

Consider including: 6 credits 100-level French and/or Spanish courses, and 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 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 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 102, IMG 103, IMG 105, IMG 110, IMG 208, IMG 209, IMG 214, IMG 215, IMG 220
- LIB 130, LIB 131, LIB 210
- 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
- SSW 120, SSW 122
- 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 100, BUS 132, BUS 150, BUS 152, BUS 162, BUS 170, BUS 200, BUS 211, BUS 217, BUS 221, BUS 222, BUS 244, BUS 255, BUS 260, BUS 261, BUS 262, BUS 264, BUS 268, BUS 280, BUS 290, BUS 292, BUS 293, BUS 312, BUS 335



## 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.

Arts & Sciences

# Associate of Science Degree

## Program at a Glance

*2-year associate degree*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**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)

## HIGHLIGHTS

### 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. And distance education options are available for

some courses, allowing you to start or finish your degree wherever you are.

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, or Spanish.

## 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 Science degree. 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 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 201, 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 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 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
- SSW 120, SSW 122
- 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 100, BUS 132, BUS 150, BUS 152, BUS 162, BUS 170, BUS 200, BUS 211, BUS 217, BUS 221, BUS 222, BUS 244, BUS 255, BUS 260, BUS 261, BUS 262, BUS 264, BUS 268, BUS 280, BUS 290, BUS 292, BUS 293, BUS 312, BUS 335

**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.

## Program at a Glance

*2-year diploma*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**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 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 

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

## HIGHLIGHTS

### 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 230 Criminal Law  
POL 151 Law and Politics  
PSY 130 Introductory Psychology I  
PSY 131 Introductory Psychology II  
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour  
SOC 110 Introduction to Sociology I  
SOC 230 Sociological Explanations of Crime and Deviance

**One of:**

MAT 115 Introduction to Statistics  
or PSY 218 Data Analysis in Psychology

**One of:**

CRM 220 Research Methods in Criminology  
or SOC 220 Introduction to Sociological Research Methods

**One of:**

CRM 241 Introduction to Corrections  
CRM 251 Introduction to Policing  
HIS 260 Historical Reactions to Criminal and Deviant Behaviour

**One of:**

ENG 115 Essay Writing and Critical Analysis  
or ENG 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

Arts & Sciences

# University Studies

## Program at a Glance

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

**Tuition:** [\\$275 approx per course + fees/equipment](#)

**Where:** College Wide, Online  
 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 NIC and your destination institution, your transfer options are virtually limitless.

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

## HIGHLIGHTS

### 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

Explore a full range of first- and second-year courses in more than 20 subject areas, including anthropology, business, biology, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish or women's studies.

University Studies offers a great deal of flexibility and virtually limitless transfer possibilities. Students take as many or as few courses as they want, choosing from a wide range of subjects available on campus or online. Courses transfer in part or in full to other institutions and may be customized as a study plan and/or applied towards diplomas, associate degrees, or bachelor's degrees at NIC and beyond. And distance education options are available for some courses, allowing you to start or finish your degree wherever you are.


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 study 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

of urban university students

## Questions?

## Contact

Student Services

1-800-715-0914 

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

student advisors will work with you to personalize an educational or transfer plan to meet your goals.

## Sample Study Plans

Each university and degree has its own list of required courses and electives that count toward graduation. NIC students should review the program's first and second-year requirements as designated by the university, PLUS meet with an advisor to determine which courses are available at your campus.

### Arts Study Plan

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

### Social Work Study Plan

Six credits of 100-level English; SSW 120, SSW 122; Other transferable 100-level courses in your area(s) of interest: this may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), or Spanish (SPN).

### Science Study Plans

Six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include biology (BIO), chemistry (CHE), mathematics (MAT), or physics (PHY). **Please note:** All of the listed NIC courses need to be taken as some are prerequisites for entry and some are prerequisites for other required courses.

- **Biology Study Plan**

Six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include biology (BIO 102, 103), chemistry (CHE 110, 111), mathematics (MAT 102, 115, 151, 181, 182), physics (PHY 100, 101, 120, 121).

- **Dentistry Study Plan (UBC)**

*Suggested NIC courses for students preparing to enter [UBC's Dentistry program](#).*

Prospective dentistry students are required to complete 90 credits (three or more years of full-time study with five courses per term), maintain a 70 per cent average, complete the following prerequisites, as well as the [Canadian Dental Aptitude Test \(DAT\)\\*](#). Print the [pdf](#).

- **100-Level Requirements:** Six credits each of English (ENG 115, 125, or 120), biology (BIO 102, 103), and chemistry (CHE 110, 111).
- **200-Level Requirements:** Six credits each of Biochemistry (BIO 201)\* and Organic Chemistry (CHE 200, 201).



**DAT Helpers:** Cell Biology (BIO 200), Genetics (BIO 202), and Microbiology (BIO 215).

\*NIC offers one term of biochemistry, cell biology (BIO 200) is a prerequisite for biochemistry.

\*\*The Canadian DAT includes a manual dexterity component but doesn't test organic chemistry and mathematics, whereas American DAT tests for organic chemistry and mathematics but not manual dexterity.

- **Medical Doctor Study Plan (UBC)**

*Suggested NIC courses for students preparing to enter [UBC's Medical Doctor program](#).*

Prospective students are required to complete 90 credits (at least three years of full-time study with five courses per term), maintain a 75 per cent average, complete the following prerequisites, as well as the Medical College Admission Test (MCAT). Print the [pdf](#).

- **100-Level Requirements:** Six credits each of English (ENG 115, 125, or 120), biology (BIO 102, 103), and chemistry (CHE 110, 111).
- **MCAT Helpers:** Six credits each of physics (PHY 100, PHY 101) and mathematics (MAT 102, 115 or 151)
- **200-Level Requirements:** Six credits each of Biochemistry (BIO 201)\* and Organic Chemistry (CHE 200, 201).
- **MCAT Helpers:** Cell Biology (BIO 200), Genetics (BIO 202) and Microbiology (BIO 215).

\*NIC offers one term of biochemistry, cell biology (BIO 200) is a prerequisite for biochemistry.

- **Doctor of Optometry Study Plan (University of Waterloo)**

*Suggested NIC courses for students preparing to enter the [University of Waterloo's Doctor of Optometry program](#).*

Prospective students must complete three or more years of full-time study (five courses per term) in a BSc, maintain a 75 per cent or higher average, complete the following prerequisites, and the Optometry Admissions Test (OAT). Print the [pdf](#).

- **100-Level Requirements:** Three credits of English, Introductory Ethics (PHI 101), Introductory Psychology (PSY 130), Calculus (MAT 102), Statistics (MAT 115), and six credits each of biology (BIO 102, 103), chemistry (CHE 110, 111), physics (PHY 100, 101) and physiology (BIO 160, 161).
- **200-Level Requirements:** Biochemistry (BIO 201)\*, Microbiology (BIO 215), and Organic Chemistry (CHE 200, 201).

\* Cell biology (BIO 200) is a prerequisite for biochemistry.

- **Veterinary Medicine Study Plan (University of Saskatchewan)**

*Suggested NIC courses for students preparing to enter the [University of Saskatchewan's Veterinary Medicine program](#).*

Prospective students are required to have completed 60 credits (at least two full years of full-time university study with five courses per term) of required and elective courses, maintain a 75 per cent or higher average, and complete the following prerequisites. Print the [pdf](#).

- **100-Level Requirements:** Six credits each of English (ENG 115, 125, or 120), biology (BIO 102, 103), chemistry (CHE 110, 111), and mathematics (MAT 102 and 115 or 151); three physics credits (PHY 100).
- **200-Level Requirements:** Biochemistry (BIO 201)\*, Organic Chemistry (CHE 200), Genetics (BIO 202), Microbiology (BIO 215).

\* *Cell biology (BIO 200) is a prerequisite for biochemistry.*

## Pathways & Partners

### Dual and Guaranteed Admission

Offers NIC students exclusive admission benefits at designated universities:

- University of Victoria (dual admission or guaranteed admission)
- University of Northern British Columbia (dual admission)
- Vancouver Island University (dual admission)
- Portland State University (guaranteed admission)
- Royal Roads University (guaranteed admission)
- University of Manitoba (student mobility agreement)

### General Transfer

Offers students transfer credit from NIC to any institution or program in BC and across Canada.

- University of British Columbia
- Simon Fraser University
- And more

## ADMISSION

### Admission Requirements

1. There are no formal admission requirements for University Studies. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

### To Be Successful

- Students wishing to use their courses as transfer credit toward another program or degree are encouraged to review the [Steps to University Transfer](#) and contact an [advisor](#). They have extensive knowledge of programs, funding options, career paths, and post-secondary transfer agreements to help you get started on the right track.
- NIC also offers high school-equivalent Upgrading if you need help meeting prerequisites for entry into individual courses.

## COURSES

### How to Search Courses

1. [Search courses online](#) under the following areas of study as 100 (first year) and 200 (second year) course levels: anthropology (ANT), business (BUS), biology (BIO), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG),

fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN). Search courses by subject, level, keyword, or by transferability, and check the BC Transfers link under course descriptions

# AND

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

## Transferable Courses

The following University Studies courses were transferable to AT LEAST ONE other BC post-secondary institution at the time of publishing. Since post-secondary transfer agreements and degree requirements change frequently, students are strongly encouraged to check [www.bctransferguide.ca](http://www.bctransferguide.ca) AND speak to an advisor before registering in classes.

## BUSINESS ADMINISTRATION COURSES

BUS 100 Financial Accounting Fundamentals  
BUS 132 Mathematics of Finance  
BUS 150 Administrative Principles  
BUS 152 Entrepreneurship & Small Business Management  
BUS 162 Basic Marketing Principles & Practices  
BUS 170 Computer Applications for Business  
BUS 200 Financial Accounting Fundamentals II  
BUS 211 Intermediate Financial Accounting I  
BUS 217 Management Accounting  
BUS 221 Commercial Law  
BUS 223 Taxation 1  
BUS 244 Finance  
BUS 255 Human Resources Management  
BUS 260 Consumer Behaviour  
BUS 264 Professional Selling  
BUS 290 Management Information Systems  
BUS 293 Business Simulation  
BUS 312 Intermediate Financial Accounting II  
BUS 318 Advanced Cost Accounting  
BUS 323 Taxation II  
BUS 335 Quantitative Methods  
BUS 350 Organizational Behaviour  
BUS 355 Managing 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

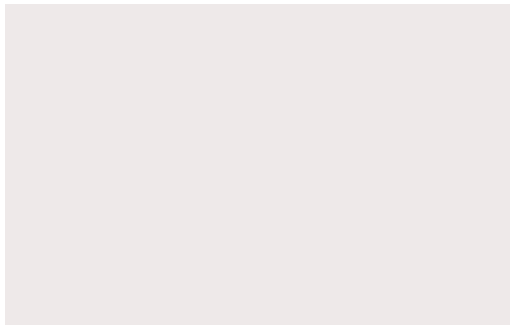
## **MATHEMATICS & SCIENCE COURSES**

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 Environment, Society and Sustainability  
 GEO 112 Introduction to Human Geography  
 GEO 200 Geography of Canada  
 GEO 205 Geography of British Columbia  
 GEO 206 Introduction to Geomorphology  
 GEO 210 Natural Resources Management I: Introduction  
 GEO 211 Natural Resources Management II: Wildlife  
 GEO 214 Biogeography  
 GEO 215 Society and the Environment  
 POL 109 Canadian Government  
 POL 111 Political Ideologies  
 POL 119 Canadian Politics  
 POL 151 Law and Politics  
 POL 200 Introduction to Political Theory  
 POL 201 Comparative Politics  
 POL 203 International Relations  
 POL 209 Government in America  
 PSY 130 Introductory Psychology I  
 PSY 131 Introductory Psychology II  
 PSY 202 Health Psychology  
 PSY 204 Research Methods in Psychology  
 PSY 215 Biological Psychology  
 PSY 235 Abnormal Psychology  
 PSY 245 Psychology of Women  
 PSY 250 Human Development from Conception through Childhood  
 PSY 251 Human Development from Adolescence through Adulthood  
 PSY 260 Psychological Explanations of Criminal and Deviant Behaviour  
 SOC 110 Introduction to Sociology I  
 SOC 111 Introduction to Sociology II  
 SOC 130 First Nations Sociology  
 SOC 210 Ethnic Relations





SOC 212 Issues in Canadian Society  
SOC 220 Introduction to Sociological Research Methods  
SOC 230 Sociological Explanations of Crime & Deviance  
SOC 240 The Sociology of Love and Sex  
SSW 120 Foundations of Social Service Practice  
SSW 122 Social Welfare in Canada  
WST 100 Global Perspectives on Women  
WST 101 Issues in Women's Health  
WST 110 First Nations Women's Studies  
WST 260 Empowered Caring & Feminist Practice



# Portland State Guaranteed Transfer

## Program at a Glance

*University Studies at NIC now leads to guaranteed admission at Portland State University (PSU)*

**Tuition:** [\\$2,740 approx per year at NIC. University tuition applies at PSU.](#)



**Where:** College Wide

**Starts:** September, January

- Achieve a 2.25 G.P.A. or higher in NIC's Associate of Arts or Associate of Science degree and Portland State University will guarantee your admission as a junior in PSU's University Studies program.
- Earn an associate degree in Canada and a bachelor's degree from an American university in the heart of downtown Portland.
- Start at NIC, knowing you'll spend less on tuition while earning the exact same degree as students starting directly at Portland State University.

## Questions?

### Contact

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

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Quality education, recognized success.** Portland State University has recognized North Island College's associate degrees as a broad liberal arts education providing academic rigour and good preparation for students entering PSU, demonstrating their confidence in NIC students like you!
- **A U.S. undergraduate degree, for less.** Pay North Island College tuition for two years before attending an American university. University studies and transfer students completing an associate degree spend \$12,000 to \$22,000 less (tuition, fees, books, transport, housing and food) in their first two years of study, compared to students attending an urban American university.
- **In good company.** Start your degree with two years of supportive instruction, small class sizes, and wide range of courses at NIC and guarantee your admission to Portland State University, where you can major in business, engineering, urban studies, and more.

## Program Highlights

### What is Guaranteed Transfer?

The [NIC-PSU Guaranteed Admission for NIC Transfer Students agreement](#) provides North Island College students with guaranteed admission and course transfer into their third, or junior year, of PSU's general University Studies program.

Guaranteed admission is a great choice for anyone interested in completing a University Studies degree at Portland State University. Start your degree with NIC's personal instruction and commitment to quality undergraduate education before moving on to a U.S. university.

You'll learn in a supportive environment, pay less tuition and living expenses while at NIC, and get the benefits of Portland State University's unique Capstone project, where students team up with local organizations to tackle civic challenges. Plus, Portland State University is Oregon's largest and most diverse university, with 30,000 students who come from nearly 100 nations around the world. Study at the university's downtown campus, within walking distance of museums, performing arts venues, commerce, concerts, sports, and hiking and biking trails.

When you finish your NIC program, Portland State University's admission and application deadlines allow you to move from college to university without unnecessary delay.

Guaranteed admission also saves you money, without compromising your education. Whether you are a domestic student looking for international opportunities, or an international student looking for an American undergraduate degree, guaranteed admission saves you \$12,000 to \$20,000 in the first two years of study, while getting access

to NIC's excellent instruction, small class sizes, and commitment to exceptional academic performance.

## How does it work?

Upon entering the University Studies and Transfer program at any North Island College campus or centre, students will complete an Associate of Arts or Associate of Science degree. Students achieving a 2.25 G.P.A. (slightly higher than a C average) can apply to Portland State University for guaranteed admission to general education programs. See the Admissions tab for complete information.

## ADMISSION

### Before Classes Begin

**Make sure your courses count!** Admission to Portland State University's general education degree does not guarantee admission to specific majors at PSU. Some majors have specific admission requirements. NIC students should review PSU's Online Calendar to find out and then meet with a student advisor to determine which courses at your local NIC campus will earn you the most transfer credit.

### Admission Requirements

Complete and submit the NIC Application for Admission form, writing PSU Guaranteed Admission as the program name. There are no formal admission requirements for an associate degree. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

To be eligible for PSU Guaranteed Admission, you must:

1. Complete the Associate of Arts or Associate of Science degree with 60 credits. No more than eight credits should be vocational or technical in nature and at least 60 credits must be university transfer courses at the college transfer level. Please meet with an NIC student advisor for guidance BEFORE registering in courses.
2. Achieve a minimum cumulative GPA of 2.25 (slightly higher than a C letter grade) in your associate degree at NIC prior to entering studies at Portland State University.
3. Meet the current international admissions criteria for the requested admission term;
4. Complete ENG-115 at NIC (WR 121) or equivalent with a C- or better grade;
5. Meet PSU English proficiency requirements, as appropriate;
6. Demonstrate proof of financial ability;
7. Submit official copies of all college transcripts;
8. Apply to Portland State University at in a timely manner to allow for processing of application and transcripts.

### 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.
- Students are responsible for selecting only courses that are eligible for the Associate of Arts or Science degrees. 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

Contact a student advisor to help you to choose the right combination of NIC courses to meet your goals.

Students should consider sample study plans and the general requirements for NIC's [Associate of Arts](#) or [Associate of Science](#) degrees when planning for Portland State University Guaranteed Transfer.

## Completion Requirements

Students must achieve a minimum cumulative GPA of 2.25 (slightly higher than a C letter grade) in your associate degree at NIC prior to entering studies at Portland State University.

Students must also meet the degree completion requirements at Portland State University to achieve their four-year undergraduate degree.

University Partnerships

# Royal Roads Dual Admission

## Program at a Glance

*Dual admission degree path available exclusively from NIC*

**Tuition:** [\\$2,740 approx per year at NIC. University tuition applies at RRU.](#)

**Where:** College Wide

**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

## HIGHLIGHTS

### 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 with the [North Island College Royal Roads University Dual Admission](#)

- 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

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

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

[agreement](#). Take advantage of NIC's quality instruction and small class sizes and Royal Roads University's reputation for engaging learning.

North Island College and Royal Roads University are offering an easier way to complete a bachelor degree in International Hotel Management, Professional Communication, Entrepreneurial Management, Environmental Management, and Environmental Sciences in as little as three years.

Study at an NIC campus for your first two years of classes, taking university transfer courses or focusing your studies by earning a related diploma in Business Administration, Tourism & Hospitality Management, or Adventure Guiding.

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 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 Royal Roads, students must meet Royal Road's [program entry requirements](#) 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 Management</li> </ul>
<ul style="list-style-type: none"> <li>• Tourism &amp; Hospitality Management Diploma</li> <li>• Business Administration Diploma</li> <li>• Associate of Arts Degree</li> <li>• University Transfer Arts (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts Degree – International Hotel Management</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Arts Degree</li> <li>• University Transfer Arts (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts Degree – Professional Communication</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Science Degree</li> <li>• University Transfer Science (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree – Environmental Management</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Science Degree</li> <li>• University Transfer Science (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree – Environmental Science</li> </ul>

# UNBC Dual Admission

## Program at a Glance

*Dual admission sciences degree path available exclusively from NIC*

**Tuition:** [\\$2,740 approx per year at NIC. University tuition applies at UNBC.](#)



**Where:** College Wide

**Starts:** September, January

- Secure your path to UNBC at the beginning of your studies.
- Earn up to two years of course credit at NIC toward your bachelor of science degree at UNBC.
- Choose from five UNBC programs in biochemistry & molecular biology, chemistry, environmental science, mathematics and physics. Plus, you'll be eligible to apply to the Northern Medical Program after third year.

## Questions?

### Contact

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

## HIGHLIGHTS

### Why Choose North Island College?



- **Small is big in science.** Combine NIC's small class sizes and interactive labs with UNBC's top-ranked student teacher ratios and undergraduate research opportunities.
- **Be prepared.** With a degree in science, you'll be ready to apply to professional programs in medicine, pharmacy, physiotherapy and more, including the Northern Medical Program after year three of your studies.  
Or, explore a wide-range of career options in natural resources and environmental science, environmental engineering, and more.
- **Start here and save.** NIC students who study in their home communities spend up to \$9,000 less for each year of study (rent, transportation, tuition) compared to students attending UNBC.

### Program Highlights

Start your education close to home, and graduate from one of Canada's best small universities\* with the [North Island College - University of Northern British Columbia Dual Admission Agreement](#).

NIC and UNBC are offering science majors a direct path for completing a four-year bachelor degree in biochemistry & molecular biology, chemistry, environmental science, mathematics or physics. Study at an NIC campus for one or two years, taking approved courses for credit towards your degree at UNBC. Whether you transfer at the end of year one or the end of year two is up to you. Either way, you'll enjoy a seamless transition into your program at UNBC. No need to re-apply, order transcripts or make additional requests.

Plus, be eligible to apply for the Northern Medical Program after completing year three of your science program. Or compete for a seat in UNBC's competitive Health Sciences programs once you arrive. The choice is yours.

Students must meet NIC and UNBC 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. Limited spaces are available.

\*MacLean's Magazine University Rankings 2005-2012

### Career Opportunities

Dual admission with UNBC allows you to choose from a wide range of careers in the natural sciences from environmental and resource management to research. Or, prepare for application to a professional program such as medicine, pharmacy, occupational therapy, dentistry, speech pathology or physiotherapy, including the Northern Medical Program. The opportunities are endless.



## To Be Successful

Students are strongly encouraged to choose elective courses which strengthen their technical and critical language skills.

## ADMISSION

### Admission Requirements

To be eligible for the North Island College - University of Northern British Columbia Dual Admission program, students must be deemed eligible for admission by both the [University of Northern BC](http://www.unbc.ca) and North Island College. Dual admission program opportunities are available to both Canadian and International Students.

## COURSES

The following is a list of North Island College courses that qualify for Block Transfer into the UNBC Biochemistry & Molecular Biology, UNBC Mathematics, UNBC Physics, UNBC Environmental Science, and UNBC Chemistry programs as per the North Island College - University of Northern British Columbia Dual Admission agreement.

### Block Transfer into UNBC Biochemistry & Molecular Biology

North Island Courses	Course Title	UNBC Equivalent
	<b>Year One</b>	
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL 101 (4)
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL 102 (4)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 121 (1)
PHY 100	Introduction to Physics I	PHYS 100 (4)
<b>Or</b> PHY 120	Principles of Physics I	<b>Or</b> PHYS 110 (4)
PHY 101	Introduction to Physics II	PHY 101 (4)
<b>Or</b> PHY 121	Principles of Physics II	<b>Or</b> PHY 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
	<b>Year Two</b>	
BIO 215	Introduction to Microbiology	BIOL 203 (3)
BIO 202	Principles of Genetics	BIOL 210 (3)
CHE 200	Organic Chemistry I	CHEM 201 (3)

CHE 201	Organic Chemistry II	CHEM 203 (3)
BIO 201	Introduction to Biochemistry	CHEM 204 (3)
CHE 200	Organic Chemistry I	CHEM 250 (1)
CHE 201	Organic Chemistry II	CHEM 251 (1)
MAT 115	Introduction to Statistics	STAT 240 (3)
	<b>No Equivalent</b>	<b>BCMB 255 (2)*</b>
Three Elective courses	Any course articulated with UNBC in BCCAT	Elective (9)
		<b>Total Credit : 59</b>

**\*Note:** NIC students will be required to complete BCMB 255 (2 credits) at UNBC.

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

**Block Transfer into UNBC Mathematics**

North Island Courses	Course Title	UNBC Equivalent
	<b>Year One</b>	
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
	<b>No Equivalent</b>	<b>CPSC 141 (3)*</b>
CPS 100	Computer Programming I	CPSC 100 (4)
ENG 115 or ENG 117	Academic Writing	ENGL 170 (3)
<b>Or</b> ENG 107 or ENG 108	Introction to Creative Writing	<b>Or</b> ENGL 270 (3)
Two elective courses	Any course articulated with UNBC in BCCAT	Elective (6)
<b>General Science Requirements</b>		
<b>TWO of:</b>		
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL (4)
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL (4)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
		<b>Total Credits: 30</b>

**\*Note:** NIC students will be required to complete CPSC 141 at UNBC.

**Additional Note:** The equivalent of PHYS 110 and PHYS 111 are strongly recommended.



**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

### Block Transfer into UNBC Physics

North Island Courses	Course Title	UNBC Equivalent
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
<b>*CHE 110= CHEM 1XX (4)</b>	<b>Principles of Chemistry I (substitute for 100 &amp; 120)</b>	<b>CHEM 100 (3) &amp; CHEM 120 (1)</b>
CSC 100	Computer Programming I	CPSC 100 (4)
ENG 115 or ENG 117	Academic Writing	ENGL 170 (3)
<b>Or ENG 107 or ENG 108</b>	<b>Introduction to Creative Writing</b>	<b>Or ENGL 270 (3)</b>
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
Two elective courses	Any course articulated with UNBC in BCCAT	Elective = (6)
		<b>Total Credits: 31</b>

**\*Note:** As per the BC transfer guide the CHE 110 = UNBC CHEM 1XX (4); for the purpose of this block agreement only. It will be used to substitute the UNBC CHEM 100 and CHEM 120 requirement.

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

### Block Transfer into UNBC Environmental Science

North Island Courses	Course Title	UNBC Equivalent
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL (4)
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL (4)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
Two Elective courses	Any course articulated with UNBC in BCCAT	Elective (6)
		<b>Total Credits: 36</b>

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

### Block Transfer into UNBC Chemistry

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North Island Courses	Course Title	UNBC Equivalent
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL 101 (4)
BIO 102 & BIO 103	Principles of Modern Biology I & II	BIOL 102 (4)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
CSC 100	Computer Programming I	CPSC 100 (4)
One Elective course	Any course articulated with UNBC in BCCAT	Elective (3)
		<b>Total Credits: 37</b>

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

**Information for North Island College students who may wish to up their credit count in their chosen degree completion route:**

**Chemistry Major: additional required courses and NIC equivalent**

UNBC CHEM 201 (3) & CHEM 250 (1) Organic Chemistry I	NIC CHE 200 (3)
UNBC CHEM 203 (3) & CHEM 251 (1) Organic Chemistry II	NIC CHE 201 (3)
UNBC MATH 220 (3) Linear Algebra	NIC MAT 133 (3)

**Environmental Science Major: additional required courses and NIC equivalent**

UNBC BIOL 201 (3) Ecology	NIC BIO 230 (3)
UNBC BIOL 203 (3) Microbiology	NIC BIO 215 (3)
UNBC ENSC 201 (3) Weather and Climate	NIC GEO 105 (3)
UNBC GEOG 210 (3) Geomorphology	NIC GEO 206 (3)
UNBC STATE 240 (3) Basic Statistics	NIC MAT 115 (3)
UNBC 3 credit hours of any 200-level Chemistry	NIC CHE 200 or 201 (3)

**Physics Major: additional required course and NIC equivalent**

UNBC MATH 220 (3) Linear Algebra	NIC MAT 133 (3)
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**Mathematics Major: additional required courses and NIC equivalent**

UNBC MAT 220 (3) Linear Algebra	NIC MAT 133 (3)
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UNBC CPSC 101 (4) Computer Programming II (recommended elective)
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NIC CPS 101 (3)
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**Biochemistry and Molecular Biology: additional required course and NIC equivalent**

UNBC BIOL 311 (3) Cell and Molecular Biology
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NIC BIO 200 (3)
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University Partnerships

# University of Manitoba Student Mobility

## Program at a Glance

*Flexible bachelor of arts degree path for NIC students, including past and present military members, reservists, and their families.*

**Tuition:** [\\$275 approx per course at NIC. University tuition applies at university.](#)

**Where:** College Wide

**Starts:** September, January, May, July

- Earn guaranteed credit for eligible NIC courses toward your university degree.
- Learn in-person at any NIC campus or via distance and complete your University of Manitoba degree online.
- Access local, learning support from advisors at both institutions.

**Career possibilities:** A bachelor of arts degree provides a solid understanding of the concepts and techniques in your academic field. Whether you want to explore your interests for personal development, earn your degree, or start a new career, you'll access a widely recognized, mobile degree path at NIC.

## Questions?

## Contact

## HIGHLIGHTS

### Why Choose North Island College?

- **Guaranteed course transfer.** NIC and the University of Manitoba have approved a wide selection of first- and second-year courses giving you more certainty on your way to your degree.
- **Belong to a close-knit community.** Build strong relationships with your instructors and students in small discussion-friendly classes.
- **We're here to help.** Student advisors are ready to answer all your education questions throughout your time at NIC.
- **Greater mobility and flexibility.** University-level courses at NIC are available on campus as well as via distance making it possible to start your degree and maintain your work and family commitments.

## Program Highlights

Start your degree at NIC and earn a degree faster with NIC's student mobility agreement with the University of Manitoba.

The [North Island College-University of Manitoba Supplementary Student Mobility Agreement](#) gives new and current NIC students improved access to Bachelor of Arts General and Integrated Studies degrees at the University of Manitoba.

Choose from a growing list of approved first- and second-year courses, from anthropology, math, and biology to English, Spanish, geography, history, psychology, sociology, and more. Then, take third- and fourth-year courses from the University of Manitoba on campus or via distance education to complete your degree.


NIC courses can be taken in-person during the day or evening or via distance, depending on your learning style and schedule.


## Career Opportunities

A bachelor of arts degree provides a solid understanding of the concepts and techniques in your academic field. Whether you want to explore your interests for personal development, earn your degree, or start a new career, you'll access a widely recognized, mobile degree

## Student Advisor

North Island College

250-334-5000 

1-800-715-0914 

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

For military students:

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

path at NIC.


## Canadian Forces Benefits

*Canadian Forces members are encouraged to speak to the Personnel Selection Officer at their base to learn more about available educational opportunities.*

- **Credit for rank.** Upon completion of two 3-credit courses at NIC, Canadian Forces members can apply to receive up to six 100-level unassigned arts credits towards their degree. When you take courses at the University of Manitoba, they will evaluate your degree credit for rank and for specific evaluated military courses and training. For more information, please see the [Military Credit Database](#).
- **Reduced residency.** Canadian Forces members and their families are required to complete only 12 course credits from the University of Manitoba. Contact a University of Manitoba military advisor for details.
- **Seamless transition.** Ready to start University of Manitoba courses? Apply online at [www.umanitoba.ca/military](http://www.umanitoba.ca/military). Once requested, NIC will automatically forward your official transcript at no charge to the University of Manitoba.
- **Student support.** NIC's [military advisor](#) can provide program knowledge and personal support to get you started. If military duties interrupt your coursework, advisors can help to arrange extensions on class assignments, authorize withdrawals, and provide additional support, as required.

## Paid Education Opportunities

The Canadian Forces encourages all military personnel to consider academic upgrading. Personnel pursuing a college diploma or university degree through NIC or other academic institutions may be eligible to have their tuition fees, books, and administrative costs reimbursed if those courses lead to a diploma or baccalaureate and are assessed as being beneficial to their current military occupation.

Individuals interested in pursuing academic upgrading should contact the Wing Personnel Selection Officer at 250-339-8211  ext. 8293 to explore opportunities.

## Programs & Courses for Family Members

- **Degree options**  
[www.nic.bc.ca/programs](http://www.nic.bc.ca/programs)  
Start your education with NIC's wide range of university-level courses and complete your degree via distance education at the University of Manitoba. Or, talk to a student advisor about two-year associate degrees that provide credentials and block transfer to institutions across BC.
- **Employer Connections**  
[www.nic.bc.ca/coop](http://www.nic.bc.ca/coop)  
In addition, NIC's many industry-recognized diplomas and certificates offer Co-op education opportunities and work placements to provide employer connections and hands-on learning needed to begin working in a new community.
- **English Language Support**  
[www.nic.bc.ca/elp](http://www.nic.bc.ca/elp)

NIC also offers tuition-free English language classes for Canadian citizens and permanent residents, with proof of citizenship on registration.

## ADMISSION

### Before Classes Begin

Make sure your courses count! The University of Manitoba's Bachelor of Arts degrees have their own list of required courses and electives that count toward graduation. Review your program's first- and second-year requirements, and then meet with an advisor to determine your best study plan.

### Admission Requirements

1. There are no formal admission requirements to enter the North Island College - University of Manitoba Student Mobility agreement. Standard admission requirements to both institutions apply.
2. Submit the [North Island College Application for Admission form](#), writing [University Studies - University of Manitoba degree](#) path as the program name. Forms are also available at NIC's Student Services/Registration office.
3. Make an appointment with North Island College's student advisor by calling 250-334-5000 or 1-800-715-0914 to discuss eligibility, programs, and funding options to help you get started on the right track.
4. Eligible Canadian Forces Members may apply to receive six unassigned academic credits toward their degree after completing two three-credit courses at NIC.

## COURSES

### NIC - University of Manitoba Transfer Courses

The following NIC courses represent a sample of courses which transfer in part or in full toward a Bachelor of Arts General degree OR Bachelor of Arts Integrated Studies degree through the NIC - University of Manitoba Student Mobility Agreement (as of January 2013).

Please visit the [University of Manitoba - Transfer Credit Database](#) for the most up-to-date course information.

North Island College		University of Manitoba Equivalent	
Course	Credit	Course	Credit
ANT 150 Cultural Anthropology	3	ANTH 1220 Cultural Anthro	3
ANT 151 Physical Anthropology & Archaeology	3	ANTH 1210 Orig&Ant of Man	3
ANT 250 Ethnology of North America	3	ANTH 2040 Native North Am	3
ANT 251 Principles of Archaeology	3	ANTH 2100 Intro Arch	3
ANT 252 Northwest Coast Prehistory	3	ANTH 2930 Arch Sel Area	3

ANT 253 Seacoasts in Prehistory	3	ANTH 2XXX Transfer 2000 Lvl	3
ANT 260 Forensic Anthropology	3	ANTH 3730 Forens Anthro	3
ANT 290 Archeaology Field School	3	ANTH 2XXX Transfer 2000 Lvl	3
ANT 291 Archeaology Field School	6	ANTH 3910 Arch Field Trng	6
ANT 292 Archeaology Field School	9	ANTH 2XXX Transfer 2000 Lvl	9
ANT 293 Third Rock Archaeology	3	ANTH 2XXX Transfer 2000 Lvl	3
BIO 102 Principles of Modern Biology I	3	BIOL 1020 Bioprinciples	3
BIO 103 Principles of Modern Biology II	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 110 Concepts in Biology I (Inhabiting the Human Body)	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 110/111 Concepts in Biology I & II	6	BIOL 1000 Foundations	3
BIO 110/111 Concepts in Biology I & II	6	BIOL 1010 Diverse & Inter	3
BIO 111 Concepts In Biology II (Inhabiting the Earth)	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 160 Human Anatomy & Physiology I	3	BIOL 1410 Anat Human Body	3
BIO 161 Human Anatomy & Physiology II	3	BIOL 1412 Phys Human Body	3
BIO 170 Foundations of Ethnobotany	3	BIOL 1300 Economic Plants	3
BIO 171 Applied Ethnobotony	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 200 Cell Biology	3	BIOL 2520 Cell Biology	3
BIO 202 Principles of Genetics	3	BIOL 2500 Genetics 1	3
BIO 211 Invertebrate Biology	3	BIOL 2200 The Invertebrates	3
BIO 215 Introductory Microbiology	3	MBIO 1010 Microbiology I	3
BIO 230 Principles of Ecology	3	BIOL 2390 Introductory Ecology	3
BIO 241 Traditional Ecological Knowledge	3	NATV 1XXX Transfer 1000 Lvl	3
BIO 260 Pathobiology I	3	BIOL 2XXX Transfer 2000 Lvl	3
BIO 261 Pathobiology II	3	BIOL 2XXX Transfer 2000 Lvl	3
BUS 217 Management Accounting	3	ACC 1110 Managerial Acct	3
BUS 223/323 Taxation I & II	6	ACC 3050 Tax Accounting	3

BUS 244 Finance	3	FIN 2200 Corp Finance	3
BUS 318 Advanced Cost Accounting	3	ACC 3040 Cost Accounting	3
BUS 421 Accounting Theory	3	ACC 4030 Acctg Theory	3
CHE 152 Engineering Chemistry	3	CHEM 1XXX Transfer 1000 Lvl	3
CPS 100 Computer Programing I	3	COMP 1010 Comp Sci I	3
CPS 101 Computer Programing II	3	COMP 1020 Comp Sci II	3
CRM 101 Intro To Criminology	3	SOC 2510 Criminology	3
CPS 146 Data Base Fundamentals	3	COMP 3380 Databases	3
CPS 160 Integrated Software Tools	3	COMP 1260 Comp Usage I	3
CPS 212 Discrete Math & Computer Science	3	COMP 2130 Discrete Math	3
CPS 212 Discrete Math & Computer Science	3	MATH 1XXX Transfer 1000 Lvl	3
CPS 268 System & Network Security	3	COMP 2XXX Transfer 2000 Lvl	3
CPS 270 Software Engineering	3	COMP 2XXX Transfer 2000 Lvl	3
ECO 245 Money & Banking	3	ECON 3640 Econ Finan Syst	3
ECO 270 Environmental Economics	3	ECON 2390 Environ Econ	3
ENG 115 Essay Writing & Critical Analysis	3	ENGL 0930 Eng Composition	3
ENG 117 Academic Writing	3	ENGL 0930 Eng Composition	3
ENG 120 Intro to Literature	3	ENGL 1XXX Transfer 1000 Lvl	3
ENG 125 Composition & Indigenous Literature I	3	ENGL 0930 Eng Composition	3
ENG 202/203 A Survey of English Literature I & II	6	ENGL 1200 Rep Lit Works	6
ENG 209 Creative Writing: Fiction	3	ENGL 2760 Intro Cr Writg	3
ENG 212 Intro to Canadian Literature I	3	ENGL 2XXX Transfer 2000 Lvl	3
FIN 100 Intro to Art History & Visual Culture I	3	FAAH 1030 Intro Art 1a	3
FIN 101 Intro to Art History & Visual Culture II	3	FAAH 1030 Intro Art 1a	3
FIN 110 Drawing & 2-D Language I	3	STDO 1210 Drawing: Studio 1	3
FIN 250 Modern Art History	3	FAAH 2080 Mod Contemp Art	3
FNS 200 Pre & Post Contact First Nations of Canada	3	NATV 1XXX Transfer 1000 Lvl	3



FRE 100 Motifs I	3	FREN 1150 Intro French	3
FRE 101 Motifs II	3	FREN 1150 Intro French	3
FRE 145 Intermediate French I	3	FREN 1XXX Transfer 1000 Lvl	3
FRE 146 Intermediate French II	3	FREN 1XXX Transfer 1000 Lvl	3
FRE 265 Advanced French I	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 266 Advanced French II	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 280 La Traduction: Translation A	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 281 La Traduction: Translation B	3	FREN 2XXX Transfer 2000 Lvl	3
GEO 105 Physical Geography I	3	GEOG 1290 Intr Phys Geog	3
GEO 106 Physical Geography II	3	GEOG 1290 Intr Phys Geog	3
GEO 111 Environment, Society and Sustainability	3	GEOG 1280 Intr Human Geog	3
HIS 111 Canadian History: Pre-Confederation	3	HIST 1390 Col C 1500-1885	3
HIS 112 Canadian History: 1867-Present	3	HIST 1400 Can Nat Si 1867	3
HIS 215 History of Modern Europe I	3	HIST 1XXX Transfer 1000 Lvl	3
HIS 216 History of Modern Europe II	3	HIST 2370 Eur From Fr Rev	3
HIS 250 History of Woman in Canada 1600-1920	3	WOMN 2XXX Transfer 2000 Lvl	3
HIS 251 History of Woman in Canada 1920-Present	3	WOMN 2XXX Transfer 2000 Lvl	3
LIB 130 Intro to World Religions	3	RLGN 1XXX Transfer 1000 Lvl	3
LIB 131 Eastern & Comparative Religions	3	RLGN 1XXX Transfer 1000 Lvl	3
LIB 210 Topics in World Civilization	3	CLAS 1270 Anc Greek Cult	3
MAT 102 Calculus for the Life Sciences	3	MATH 1520 Calc Man Soc Sc	3
MAT 115 Intro to Statistics	3	STAT 1000 Basic Stats I	3
MAT 133 Matrix Algebra	3	MATH 1300 Vec Geo Lin Alg	3
MAT 151 Finite Mathematics	3	MATH 1XXX Transfer 1000 Lvl	3
MAT 162 Math for Elementary Education I	3	MATH 1XXX Transfer 1000 Lvl	3
MAT 181 Calculus I	3	MATH 1500 Intro Calculus	3
MAT 182 Calculus II	3	MATH 1700 Calculus 2	3



MAT 200 Linear Algebra	3	MATH 2300 Linear Alg 2	3
MAT 210 Calculus III	3	MATH 2720 Multivar Calc	3
MCS 110 Media & Communication Studies	3	FILM 1XXX Transfer 1000 Lvl	3
PHI 100 Intro Philosophy: Knowledge & Reality	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 100 Introductory Philosophy I	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 101 Introductory Philosophy II	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 150 Critical Thinking	3	PHIL 1290 Crit Think 1	3
PHI 230 Contemporary Moral Issues	3	PHIL 2XXX Transfer 2000 Lvl	3
PHI 240 Philosophy of Art	3	PHIL 2XXX Transfer 2000 Lvl	3
PHI 260 Business Ethics	3	PHIL 2830 Business Ethics	3
PHY 100 Intro to Physics I	3	PHYS 1020 Gen Physics I	3
PHY 101 Intro to Physics II	3	PHYS 1030 Gen Physics II	3
PHY 120 Principles of Physics I	3	PHYS 1020 Gen Physics I	3
PHY 121 Principles of Physics II	3	PHYS 1030 Gen Physics II	3
POL 109 Canadian Government	3	POLS 1XXX Transfer 1000 Lvl	3
POL 111 Political Ideologies	3	POLS 2XXX Transfer 2000 Lvl	3
POL 119 Canadian Politics	3	POLS 1XXX Transfer 1000 Lvl	3
POL 151 Law & Politics	3	POLS 1XXX Transfer 1000 Lvl	3
POL 201 Comparative Politics	3	POLS 2XXX Transfer 2000 Lvl	3
POL 203 International Relations	3	POLS 2XXX Transfer 2000 Lvl	3
POL 209 Government In America	3	POLS 2XXX Transfer 2000 Lvl	3
PSY 130 Intro Psychology I	3	PSYC 1XXX Transfer 1000 Lvl	3
PSY 131 Intro Psychology II	3	PSYC 1XXX Transfer 1000 Lvl	3
PSY 202 Health Psychology	3	PSYC 3130 Intro Health Psychology	3
PSY 204 Research Methods In Psychology	3	PSYC 2250 Intro Psych Res	3
PSY 215 Biological Psychology	3	PSYC 2360 Brain & Behav	3
PSY 235 Abnormal Psychology	3	PSYC 3460 Abnormal Psy	3

PSY 245 Psychology of Women	3	PSYC 2XXX Transfer 2000 Lvl	3
PSY 250 Human Dev. from Conception to Childhood	3	PSYC 2290 Child Dev	3
PSY 251 Human Dev. from Adolescence to Adulthood	3	PSYC 2370 Developmtl Psy	3
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour	3	PSYC 2XXX Transfer 2000 Lvl	3
SOC 210 Ethnic Relations	3	SOC 2370 Ethnic Relation	3
SOC 212 Issues in Canadian Society	3	SOC 2320 Cdn Socty & Cul	3
SOC 220 Intro to Sociological Research Methods	3	SOC 2XXX Transfer 2000 Lvl	3
SOC 240 The Sociology of Love and Sex	3	SOC 2XXX Transfer 2000 Lvl	3
SPN 100 Intro to Spanish I	3	SPAN 1180 Intro Spanish	3
SPN 101 Intro to Spanish II	3	SPAN 1180 Intro Spanish	3
SPN 201 Intermediate Spanish II	3	SPAN 1XXX Transfer 1000 Lvl	3
WST 100 Global Perspectives on Women	3	WOMN 1XXX Transfer 1000 Lvl	3
WST 101 Issues in Women's Health	3	WOMN 1XXX Transfer 1000 Lvl	3
WST 110 First Nations Women's Studies	3	NATV 1XXX Transfer 1000 Lvl	3
WST 260 Empowered Caring & Feminist Practice	3	WOMN 2XXX Transfer 2000 Lvl	3

University Partnerships

## UVic Dual Admission

### Program at a Glance

*Dual admission degree path  
available exclusively through NIC*

**Tuition:** [\\$2,740 approx per year at  
NIC. UVic tuition applies for  
classes at UVic](#)

**Where:** College Wide

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

- Guarantee your admission

## 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

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 

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.

Read the [NIC-UVic Dual Admission Agreement](#) for more information on the agreement.

To be considered for early admission, students must submit application forms for UVic programs to NIC by Feb 28. Limited spaces are available.

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

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 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
- 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
- SSW-120, SSW-122

### **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-100, BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS 200, BUS-211, BUS-217, BUS-221, BUS-244, BUS-248, BUS 312, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS-335, 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.

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

Consider including: ENG 115 or 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

\*At least 1 first year and 1 second year Anthropology courses will need

to be completed at UVic

### **Bachelor of Science – Astronomy**

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 210, MAT 133 or 200

\*At least 1 first year astronomy course and 8 second year courses in Astronomy, Physics and Mathematics will need to be completed at UVic

### **Bachelor of Science – BIOCHEMISTRY or MICROBIOLOGY**

Consider including: ENG 115 or 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and 182 or MAT 102 and 151, PHY 100 and 101 or PHY 120 and 121, BIO 200, BIO 202, CHE 200, BIO 215, MAT 115 and up to 3 ELECTIVES

\*at least 2 second year courses would need to be completed at UVIC

### **Bachelor of Science – Biology**

Consider including: ENG 115 or 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 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

\*Full two years can be completed at NIC

### **Bachelor of Science – Chemistry**

Consider including: ENG 115 or 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, CHE 200, CHE 201, MAT 210, MAT 133 or 200, SCIENCE ELECTIVE, up to 4 GENERAL ELECTIVES

\*At least 4 second year Chemistry courses will need to be completed at UVic

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

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or 200, ENG 160 or 260, MAT 115 and up to five ELECTIVES

\*At least 2 first year courses and 5 second year courses will need to be completed at UVic

### **Bachelor of Science – Earth and Ocean Science**

Consider including: ENG 115 or 117, BIO 102/103 or BIO 110/111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, MAT 115

\*At least 2 first year Earth and Ocean Science courses and 8 second year courses would need to be completed at UVic

### **Bachelor of Arts – Economics**

Consider including: ENG 115 or 117, ECO 110, ECO 111, MAT 181 or MAT 102, one SOCIAL SCIENCE ELECTIVE, one first year ENGLISH course and up to eight ELECTIVES

\*At least 1 Computer Science courses and 5 second year Economics courses will need to be completed at UVic

### **Bachelor of Arts – English**

Consider including: NIC's English flexible pre-major (see NIC website for more information)

18 credits (six courses) of first and second year English, nine (9) of which must be second year

At least one second year historical survey course

Two other second year English literature courses

fourteen elective courses

\*Full two years can be completed at NIC

### **Bachelor of Arts – Geography**

Consider including: ENG 115 or 117, GEO 105, GEO 106, GEO 111, GEO 112, GEO 210, GEO 214, three SOCIAL SCIENCE ELECTIVES, and up to seven ELECTIVES

\*At least 3 second year Geography courses will need to be completed at UVic

### **Fine Arts – History in Art**

Consider including: ENG 115 or 117, FIN 100, FIN 101, and up to fourteen ELECTIVES

\*At least one first year Fine Arts course and two second year History of Art courses will need to be completed at UVIC.

### **Bachelor of Arts – History**

Consider including: ENG 115 or 117, and a minimum of 4 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260, and up to fifteen ELECTIVES

\*Full two years can be completed at NIC

### **Bachelor of Science – Mathematics**

Consider including: ENG 115 or 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 210, MAT 133 or 200, and up to six ELECTIVES

\*At least 1 first year Mathematics course and 6 second year Mathematics courses will need to be completed at UVic

### **Bachelor of Arts – Philosophy**

Consider including: ENG 115 or 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES

\*At least one required 200 level Philosophy course will need to be completed at UVic.

### **Bachelor of Science – Combined Major in Physics and Biochemistry**

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, MAT 181, MAT 182, PHY 120, PHY 121, BIO 110 and 111 or BIO 102 and 103, BIO 200, CHE 200, CHE 201, MAT 210, MAT 133 or 200, and BIO 215

\*At least 5 second year courses in Physics, Mathematics will need to be completed at UVic

### **Bachelor of Science – Physics**

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 210, MAT 133 or 200, and up to one ELECTIVE

\*At least 8 second year courses in Physics and Mathematics will need to be completed at UVic

### **Bachelor of Arts – Political Science Major**

Consider including: ENG 115 or 117, POL 109, POL 119, POL 151, POL 200, POL 201, POL 203, and up to thirteen ELECTIVES

\*Full two years could be completed at NIC (note: POL courses are not always offered on a regular basis)

### **Bachelor of Arts – Psychology**

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, 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 course, two SOCIAL SCIENCE ELECTIVES, six HUMANITIES ELECTIVES

\*At least 1 second year Psychology course will need to be completed at UVic



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

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MATH 181 or 102 or 151, addition ENG course, two SOCIAL SCIENCE ELECTIVES, six SCIENCE ELECTIVES (at least 4 of which must come from a single department)

\*At least 1 second year Psychology course will need to be completed at UVic

### **Bachelor of Arts – Psychology/Biology**

Consider including: ENG 115 or 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or 102 or 151, CHE 110, CHE 111, BUS 170, additional ENG course, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100/101 or 120/121, and up to two ELECTIVES

\*At least 1 second year Psychology course will need to be completed at UVic

### **Bachelor of Arts – Sociology**

Consider including: ENG 115 or 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to thirteen ELECTIVES

\*At least 2 second year Sociology courses will need to be completed at UVic

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

Consider including: ENG 115 or 117, WST 100, WST 101, ENG 224, ENG 225, HIS 250, HIS 251, and up to twelve ELECTIVES

\*At least one required 200 level Women Studies course will need to be completed at UVic.

University Partnerships

## **UVic Engineering Pathway**

### **Program at a Glance**

*1-year study plan in engineering*

**Tuition:** [\\$3,380 approx + fees/equipment](#)

**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 the Comox Valley campus. Several courses are also

## **HIGHLIGHTS**

### **Why Choose North Island College?**

- **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.


available at campuses  
in Port Alberni, Campbell  
River, and Port Hardy.

### 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)

The [North Island College - University of Victoria Engineering Transfer Agreement](#) offers seamless transfer into second-year engineering at UVic. Upon completion of one year at NIC, you'll compete directly with UVic students for placement in your first choice of UVic's second-year Computer, Electrical, Mechanical, or Software Engineering programs. Choose from part-time or full-time studies to manage your workload or complete your studies in one academic year.

Many of these first year courses also transfer directly to engineering programs at UBC, SFU and other institutions. Please meet with an advisor to plan your course selection and build a study plan.

With smaller class sizes and personalized instruction in classes and labs, NIC's first-year Engineering pathway is a great way to start 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 2.33) calculated on all courses.

University Partnerships

# UVic Guaranteed Admission

## Program at a Glance

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

**Tuition:** [\\$2,740 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.

## HIGHLIGHTS

### 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 students with guaranteed admission and course transfer to many University of Victoria programs.

Guaranteed admission is a great choice for anyone interested in completing a UVic degree in one of the eligible programs listed below. The agreement bases university admission on 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

## Questions?

### Contact

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

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 study plan created for transfer to any UVic program. Visit [University Studies](#) for study 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
- LIB 130, LIB 131 and LIB 210
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101, WST-110, WST-260

## Social Sciences

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

## Sciences

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- MAT-100, MAT-102, MAT-115, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- SSA-100 LAB, SSA-101 LAB

## Business

- BUS-100, BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS 200, BUS-211, BUS-217, BUS-221, BUS-244, BUS-248, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS 312, BUS-335, BUS-350, BUS-355, BUS-360, BUS-361, BUS-362, BUS-368, BUS-370, BUS 380, BUS-430, BUS-452, BUS-492

## Sample UVic Study Plans

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

### Bachelor of Arts – Anthropology

Consider including: ENG 115 or 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

\*At least 1 first year and 1 second year Anthropology courses will need to be completed at UVic

### Bachelor of Science – Astronomy

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 210, MAT



133 or 200

\*At least 1 first year astronomy course and 8 second year courses in Astronomy, Physics and Mathematics will need to be completed at UVic

### **Bachelor of Science – BIOCHEMISTRY or MICROBIOLOGY**

Consider including: ENG 115 or 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and 182 or MAT 102 and 151, PHY 100 and 101 or PHY 120 and 121, BIO 200, BIO 202, CHE 200, BIO 215, MAT 115 and up to 3 ELECTIVES

\*at least 2 second year courses would need to be completed at UVIC

### **Bachelor of Science – Biology**

Consider including: ENG 115 or 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 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

\*Full two years can be completed at NIC

### **Bachelor of Science – Chemistry**

Consider including: ENG 115 or 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, CHE 200, CHE 201, MAT 210, MAT 133 or 200, SCIENCE ELECTIVE, up to 4 GENERAL ELECTIVES

\*At least 4 second year Chemistry courses will need to be completed at UVic

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

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or 200, ENG 160 or 260, MAT 115 and up to five ELECTIVES

\*At least 2 first year courses and 5 second year courses will need to be completed at UVic

### **Bachelor of Science – Earth and Ocean Science**

Consider including: ENG 115 or 117, BIO 102/103 or BIO 110/111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, MAT 115

\*At least 2 first year Earth and Ocean Science courses and 8 second year courses would need to be completed at UVic

### **Bachelor of Arts – Economics**

Consider including: ENG 115 or 117, ECO 110, ECO 111, MAT 181 or MAT 102, one SOCIAL SCIENCE ELECTIVE, one first year ENGLISH course and up to eight ELECTIVES

\*At least 1 Computer Science courses and 5 second year Economics courses will need to be completed at UVic

### **Bachelor of Arts – English**

Consider including: NIC's English flexible pre-major (see NIC website for more information)

18 credits (six courses) of first and second year English, nine (9) of which must be second year

At least one second year historical survey course

Two other second year English literature courses

fourteen elective courses

\*Full two years can be completed at NIC

### **Bachelor of Arts – Geography**

Consider including: ENG 115 or 117, GEO 105, GEO 106, GEO 111, GEO 112, GEO 210, GEO 214, three SOCIAL SCIENCE ELECTIVES, and up to seven ELECTIVES

\*At least 3 second year Geography courses will need to be completed



at UVic

### **Fine Arts – History in Art**

Consider including: ENG 115 or 117, FIN 100, FIN 101, and up to fourteen ELECTIVES

\*At least one first year Fine Arts course and two second year History of Art courses will need to be completed at UVIC.

### **Bachelor of Arts – History**

Consider including: ENG 115 or 117, and a minimum of 4 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260, and up to fifteen ELECTIVES

\*Full two years can be completed at NIC

### **Bachelor of Science – Mathematics**

Consider including: ENG 115 or 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 210, MAT 133 or 200, and up to six ELECTIVES

\*At least 1 first year Mathematics course and 6 second year Mathematics courses will need to be completed at UVic

### **Bachelor of Arts – Philosophy**

Consider including: ENG 115 or 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES

\*At least one required 200 level Philosophy course will need to be completed at UVic.

### **Bachelor of Science – Combined Major in Physics and Biochemistry**

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, MAT 181, MAT 182, PHY 120, PHY 121, BIO 110 and 111 or BIO 102 and 103, BIO 200, CHE 200, CHE 201, MAT 210, MAT 133 or 200, and BIO 215

\*At least 5 second year courses in Physics, Mathematics will need to be completed at UVic

### **Bachelor of Science – Physics**

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 210, MAT 133 or 200, and up to one ELECTIVE

\*At least 8 second year courses in Physics and Mathematics will need to be completed at UVic

### **Bachelor of Arts – Political Science Major**

Consider including: ENG 115 or 117, POL 109, POL 119, POL 151, POL 200, POL 201, POL 203, and up to thirteen ELECTIVES

\*Full two years could be completed at NIC (note: POL courses are not always offered on a regular basis)

### **Bachelor of Arts – Psychology**

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, 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 course, two SOCIAL SCIENCE ELECTIVES, six HUMANITIES ELECTIVES

\*At least 1 second year Psychology course will need to be completed at UVic

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

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MATH 181 or 102 or 151, addition ENG course, two

SOCIAL SCIENCE ELECTIVES, six SCIENCE ELECTIVES (at least 4 of which must come from a single department)

\*At least 1 second year Psychology course will need to be completed at UVic

### **Bachelor of Arts – Psychology/Biology**

Consider including: ENG 115 or 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or 102 or 151, CHE 110, CHE 111, BUS 170, additional ENG course, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100/101 or 120/121, and up to two ELECTIVES

\*At least 1 second year Psychology course will need to be completed at UVic

### **Bachelor of Arts – Sociology**

Consider including: ENG 115 or 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to thirteen ELECTIVES

\*At least 2 second year Sociology courses will need to be completed at UVic

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

Consider including: ENG 115 or 117, WST 100, WST 101, ENG 224, ENG 225, HIS 250, HIS 251, and up to twelve ELECTIVES

\*At least one required 200 level Women Studies course will need to be completed at UVic.

University Partnerships

## **VIU Dual Admission**

### **Program at a Glance**

*Dual admission degree path available exclusively through NIC*

**Tuition:** [\\$2,740 approx per year at NIC, VIU tuition applies for classes at VIU](#)

**Where:** College Wide

**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,

## **HIGHLIGHTS**

### **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**

Study at North Island College, Vancouver Island University, or both with dual admission. In any given semester, within year one or two of your degree, the [North Island College / Vancouver Island University Bi-lateral Agreement](#) allows you to move freely and easily between both institutions to complete your Bachelor of Arts or Bachelor of Science degree with minimal administrative inconveniences.

Registrar's Offices at both NIC and VIU automatically track your


psychology, and sociology.

- Bachelor of Science students can major in biology, computing science, 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

progress, you'll have access to advisors and support at both institutions, and BC student loan funding is based on your combined credits at both institutions. At the end of each semester, your grades are automatically passed along to the other partner school. Courses are assessed and transfer credit is awarded. There is no need for you to order transcripts or make any additional requests.

## Career Opportunities

A Bachelor of Arts or Bachelor of Science degree provides 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

## NIC-VIU Transfer Courses

The following NIC courses are eligible for transfer credit through VIU Dual Admission (as of Feb 20, 2012).

### Humanities

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

### Social Sciences

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

### Sciences

- BIO-102,BIO-103,BIO-110,BIO-111,BIO-160,BIO-161,BIO-170,BIO-171,BIO-200,BIO-201,BIO-202,BIO-211,BIO-215,BIO-230,BIO-240,BIO-241,BIO-260,BIO-261,
- CHE-110,CHE-111,CHE-200,CHE-201
- CPS-100,CPS-101,CPS-109,CPS-111,CPS-120,CPS-143,CPS-146,CPS-151,CPS-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-132,BUS-150,BUS-162,BUS-170,BUS-200,BUS-211,BUS-217,BUS-221,BUS-223,BUS-244,BUS-247,BUS-248,BUS-255,BUS-260,BUS-264,BUS-265,BUS-267,BUS-290,BUS-292,BUS-312,BUS-323,BUS-335,BUS-350,BUS-361,BUS-362,BUS-368,BUS-380,BUS-421,BUS-452

### **Tourism**

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

### **Health**

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

### **VIU Sample Study Plans**

#### [Bachelor of Arts – Anthropology](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

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

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

#### [Bachelor of Science – Biology](#)

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, BIO 102, BIO 103, CHE 110, CHE 110, MAT 181/ MAT 182 or MAT 102/ MAT 151, PHY 100/ PHY 101 or PHY 120/ PHY 121, BIO 201, BIO 230, BIO 200, BIO 215, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

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

#### [Bachelor of Science – Computer Science](#)

Consider including: ENG 115, ENG 160, CPS 100, CPS 101, MAT 181, MAT 182 AND up to six ELECTIVES.

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

#### [Bachelor of Arts –Creative Writing](#)

Years 1 and 2: Minimum of 21 credits (7 courses) of first and second-year courses, including three courses from the five following genres: journalism/non-fiction, poetry, fiction, scriptwriting/drama, or publishing and at least one course at the 200-level; students must attain a minimum grade of “B-” in the 200 level course in order to progress to a senior-level course in the same genre at VIU.

Consider Including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ENG 107, ENG 108, ENG 109 AND one of ENG 207, ENG 208, ENG 209, ENG 212 AND up to thirteen ELECTIVES.

\*Students will only receive credit at VIU for one of ENG 115, ENG 117, ENG 125

#### [Bachelor of Arts Criminology](#)

Complete a two year Criminology diploma at NIC and apply to year 3 at VIU . Degree English requirements must be met. Please ensure all courses transfer to VIU.

#### [Bachelor of Arts – Economics](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121,

ENG 125, ENG 126, ECO 110, ECO 111, MAT 181 or MAT 102, MAT 115, and up to fourteen ELECTIVES

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

#### [Bachelor of Arts – English](#)

Consider including: NIC's English flexible pre-major (see NIC website for more information)

- 18 credits (six courses) of first and second year English, nine (9) of which must be second year
- At least one second year historical survey course
- Two other second year English literature courses
- fourteen elective courses
- example: ENG 135, ENG 120, ENG 202, ENG 203, ENG 212, ENG 213 plus electives

\*Full two years can be completed at NIC

\*Students will only receive credit at VIU for one of ENG 115, ENG 117, ENG 125

#### [Bachelor of Arts – First Nations Studies](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, FNS 160, FNS 200, ANT 150, HIS 111, HIS 112, and up to eleven ELECTIVES (must be approved by VIU faculty)

\*At least 2 first or second year First Nations courses will need to be completed at VIU

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

#### [Bachelor of Arts – Geography – Natural Resource Management Stream](#)

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, GEO 111, GEO 112, GEO 105, GEO 106, GEO 200 as well as a variety of elective courses

\*At least 5 lower level Geography courses will need to be completed at VIU.

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

#### [Bachelor of Arts – Global Studies](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ECO 110, ECO 111, POL 203, SOC 110, SOC 111, SOC 220, AND three courses of post-secondary language and/or cultural studies Consider including SPN, FRE 100 AND FRE 200 level AND up to six ELECTIVES. Other recommended courses include HIS 121 and HIS 122.

\*At least two GLST and one POLI course will need to be completed at VIU

\*SOC 110 and SOC 111 are prerequisites for SOC 220

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

#### [Bachelor of Arts – History](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and a minimum of 6 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 122, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, and up to twelve ELECTIVES

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

#### [Bachelor of Arts Liberal Studies](#)

Complete an Associate of Arts degree or the a minimum of 54 credits at NIC and then complete your [Bachelor of Arts degree in Liberal Studies](#) from Vancouver Island University 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, plus up to 13 Electives.

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

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

### [Bachelor of Arts – Physical Education](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and up to seven ELECTIVES

\*At least 33 credits of PHED first and second year courses will need to be completed at VIU

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

### [Bachelor of Arts – Political Studies Major](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND POL 151, POL 203, POL 201, AND two of POL 109, POL 111, POL 200, POL 209 AND SOC 111 and SOC 112 and SOC 220 OR CRM 101 AND CRM 220 and up to nine ELECTIVES

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

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

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

### [Bachelor of Arts – Psychology](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, and PSY 130, PSY 131, PSY 204 and PSY 205. One of MAT 102, MAT 151 or MAT 181. One of PHI 100, PHI 101 or PHI 150, and up to ten ELECTIVES.

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

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

### [Bachelor of Arts – Sociology](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, SOC 110, SOC 111, SOC 220 and one additional lower level Sociology and up to thirteen ELECTIVES.

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

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

### [Bachelor of Arts – Women's Studies](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, or ENG 126, and WST 100, WST 101, WST 110, WST 260, HIS 250, HIS 251, ENG 224, ENG 225, SOC 240 and up to eight ELECTIVES

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

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

### [Bachelor of Science – Psychology](#)

Consider including: TWO of: ENG 115, ENG 117, ENG 120, ENG 121, ENG 125 or ENG 126 AND BIO 102, BIO 103, CHE 110, CHE 111, MAT 181, MAT 182, PSY 130, PSY 131, BIO 200, BIO 201, CHE 200, CHE 201, PHY 100 OR CPS 100, AND PSY 204, PSY 215 and up to one SCIENCE ELECTIVE.

\*At least 1 second year Psychology course will need to be completed at VIU



\*You will only receive credit for one of ENG 115, ENG 117, ENG 125  
 \*BIO 102 AND 103 are prerequisite course for BIO 200, BIO 201 AND  
 PHY 100 is a prerequisite for PHY 101.  
 \*NIC does not offer VIU PSYC 210 which is recommended by VIU

University Partnerships

# VIU Education Pathway

## Program at a Glance

*1-year study plan in education*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**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 more
- Request a custom sample study plan for any degree program or university of choice

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

## HIGHLIGHTS

### Why Choose North Island College?

- **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.** Sample study 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 study plan?

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

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

Study plans offer a great deal of flexibility. 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 eight courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

## 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 Study 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.

University Partnerships

## VIU MBA/MScIB Guaranteed Admission

### Program at a Glance

*University Master degree pathway available exclusively through NIC*

**Where:** College Wide

**Starts:** September

- Earn your [Master of Business Administration \(MBA\)](#) and [Master of Science in International Business \(MScIB\)](#), a dual

## HIGHLIGHTS

### Program Highlights

In partnership with North Island College, Vancouver Island University now offers NIC business degree (BBA) or post degree diploma (PDD) graduates guaranteed admission and the opportunity to earn a Master of Business Administration (MBA) and [University of Hertfordshire](#) (UH) Master of Science in International Business (MScIB) at the same time.


This dual Canadian/British program is designed to give students an opportunity to combine new knowledge and practical experience through the integration of theory, research and practice that can be applied at regional, national and international levels.

Canadian/British graduate degree from Vancouver Island University.

- As a North Island College graduate with a Bachelor of Business Administration (BBA) degree OR Post Degree Diploma (PDD) - your admission is guaranteed.

## Questions?

## Contact

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

The University of Hertfordshire (UH) recognizes this program as fulfilling the requirements of the UH MScIB degree. As a result, on completion of the program, candidates will receive a Canadian MBA and a UK MScIB from two public universities, opening up a world of opportunities.

Visit the [MBA Program website](#) for full program details.

# ADMISSION

## Admission Requirements

### Eligibility:

1. Students must have completed or be in the process of completing their final 15 credits of a [Bachelor of Business Administration](#) (BBA) degree or [Post Degree Diploma](#) (PDD) in Business Administration, Accounting, Human Resources Management, International Management, Management or [Global Business Management](#) at NIC.
2. Students must have achieved a minimum GPA of 3.0 in their NIC BBA degree or NIC PDD in business-related programs as noted above to qualify for Guaranteed Admission and Priority Registration.
3. Students completing an NIC Bachelor of Business Administration degree or NIC one year PDD (Business Administration, Accounting, Human Resources Management, International Management, Management, or Marketing) must show evidence of one year of work experience in Canada or in their home country. For BBA students, an amalgamation of two successfully completed Co-op terms will be considered as achieving this requirement. For PDD Global Business Management graduates, successful completion of this program and minimum GPA, as noted above, will constitute meeting the admission requirements.

### How to Apply:

- Please visit Vancouver Island University [MBA Admissions](#) for details.

# PROGRAMS

The following North Island College programs lead to guaranteed admission to Vancouver Island University's dual MBA/MScIB degree:

## Undergraduate Degrees

- [Bachelor of Business Administration Degree](#) - Accounting major
- [Bachelor of Business Administration Degree](#) - General Management major
- [Bachelor of Business Administration Degree](#) - Marketing major

## Post Degree Diplomas

- [Business Administration Post Degree Diploma](#) (1 Year) - Accounting, Marketing, General Management, International Management, or Human Resource Management
- [Business Administration Post Degree Diploma](#) (2 Years) - Global Business Management



# Bachelor of Business Administration Degree, Accounting Major

## Program at a Glance

*4-year bachelor's degree*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January


- A strategic balance of academic and applied studies will prepare you 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.
- Earn paid Co-op work experience.

**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)

## HIGHLIGHTS

### 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. You'll also complete 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. NIC students have studied in Germany, the US, Mexico, Poland, and France, and new opportunities are always developing.

### 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 credits.

### 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.

### Transfer Credit & 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 who wish to participate in the Co-operative Education program are encouraged to apply during the second semester of their first year of study in order to have the best options for completing the program. Applications are also accepted from second and third year students. 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 096, ENG 098, ESL 090, 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, CPA-CGA designation to enter CPA Bridging Pathway;
4. Or, CPA-CMA designation to enter CPA 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.

### **Year 1**

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics

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

### **Year 2**

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 223 Taxation I
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing

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

### **Year 3**

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

**plus 2** electives totaling 6 credits\*

### **Year 4**

- BUS 418 Advanced Managerial Accounting
- BUS 419 Advanced Financial Accounting
- BUS 420 Introduction to Auditing
- 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.

### CPA Bridging Pathways

#### Certified General Accountants (CGA) Bridge

Individuals who already have CPA-CGA designation, may apply for advanced standing in the Bachelor of Business Administration degree. Students are required to complete the following 30 credits (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:

- BUS 293 Business Simulation
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 350 Organizational Behaviour
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- Three 3.0 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 CPA-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:

- 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
- PHI 260 Business Ethics
- 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.

# Bachelor of Business Administration Degree, General Management Major

## Program at a Glance

*4-year bachelor's degree*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January


- A strategic balance of academic and applied studies prepares you 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.
- Earn paid Co-op work experience.

**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)

## HIGHLIGHTS

### Why Choose North Island College?

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

### 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 credits.

### 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 a degree is a requirement. The general management degree option will help prepare students who plan to write the CHRP examination.

### Transfer Credit & 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 who wish to participate in the Co-operative Education program are encouraged to apply during the second semester of their first year of study in order to have the best options for completing the program. Applications are also accepted from second and third year students. 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](#).

## Study in Scotland and Earn Two Degrees

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

### How to earn your degree in Scotland

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

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

### Return to NIC to earn a double degree

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

### Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit](#)

- [Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
  - [RGU International Office Canada Flyer](#)
  - [Bachelor of Arts in Business Management](#)
  - [International Students](#)
- For more information or to develop your study plan, contact a [NIC Student Advisor](#).

## ADMISSION

### Admission Requirements

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, 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 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics

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

#### Year 2

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 255 Human Resource Management
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- BUS 361 E-Business
- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing

**Plus 2** electives totaling 6 credits\*

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

**Year 3**

- BUS 244 Finance
- BUS 335 Quantitative Methods
- BUS 350 Organizational Behaviour
- BUS 362 Market Research
- BUS 380 Globalization and International Business
- POL 203 International Relations

**Plus 4** electives totaling 12 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** courses from the following list:

- 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**

A minimum of fifty percent of the program must be completed at North Island College.

# Bachelor of Business Administration Degree, Marketing Major

**Program at a Glance**

*4-year bachelor's degree*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**Where:** Comox Valley

## HIGHLIGHTS

### 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.




**Starts:** September, January

- A strategic balance of academic and directed field studies will prepare you with 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.
- Earn paid Co-op work experience.

**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)

- **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. NIC students have studied in Germany, the US, Mexico, Poland, and France, and new opportunities are always developing.

## 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 credits.

## 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.

## Transfer Credit & 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 who wish to participate in the Co-operative Education program are encouraged to apply during the second



semester of their first year of study in order to have the best options for completing the program. Applications are also accepted from second and third year students. 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](#).

## Study in Scotland and Earn Two Degrees

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

### How to earn your degree in Scotland

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

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

### Return to NIC to earn a double degree

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

### Learn more

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

## ADMISSION

### Admission Requirements

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, 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 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics

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

#### Year 2

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing

**Plus 2** electives totaling 6 credits\*

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

#### Year 3

- BUS 370 International Marketing
- BUS 350 Organizational Behaviour
- BUS 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.

## Business Administration Certificate

### Program at a Glance

*1-year certificate*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**Where:** Comox Valley, Online

**Starts:** September, January

- Learn accounting, marketing, computer applications, business writing, and more.
- Earn transfer credit towards diploma and degree programs at NIC and transfer throughout the province.
- Choose either online or classroom-based delivery

**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

### HIGHLIGHTS

#### Why Choose North Island College?

- **More flexibility, better access.** Classes are offered online or in the traditional classroom format. Choose what works best for you - online, around your lifestyle; in a classroom according to a set schedule; or a mix of both. Either way, you'll get the skills and training employers value in NIC business graduates.
- **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

Through either an online or classroom-based curriculum, 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

in marketing, finance, and human resources.

## Questions?

## Contact

Student Services

1-800-715-0914 

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

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.

## Transfer Credit & Credit For Prior Learning

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

## The Online Experience

The online Business Administration certificate is a newly developed interactive, mixed-media program designed specifically for online users and NIC's Blackboard online learning environment. It offers the same course curriculum as our traditional business certificate program, with the same quality and standards expected of North Island College, yet gives you the flexibility to learn at the time and in the place that's best for you.

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

## ADMISSION

### Admission Requirements

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090 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 enrolling in the online business administration program should have access to a computer and a high speed internet connection.
- 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 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing

**plus one** of the following electives: MAT 115, ENG 115 or ENG 117

# Business Administration Diploma

## Program at a Glance

*2-year diploma*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**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)

## HIGHLIGHTS

### 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, France, and more.
- **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 degree - General Management major.

### **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 degree - Marketing major.

### **Career Opportunities**

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

### **Transfer Credit & Credit For Prior Learning**

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

### **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.

## Study in Scotland and Earn Two Degrees

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

### How to earn your degree in Scotland

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

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

### Return to NIC to earn a double degree

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

### Learn more

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

## ADMISSION

### Admission Requirements

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090 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 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 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics

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

for Co-op students only:

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

- EMP 100 Co-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1
- BUS 297 Business Administration Co-operative Education Work Term 2

#### Year 2: Accounting Option

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 223 Taxation 1
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing

## Year 2: General Management Option

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 255 Human Resource Management
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- BUS 361 E-Business
- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing

**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 217 Management Accounting
- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- ENG 115 Essay Writing and Critical Analysis **or** ENG 117 Academic Writing

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

# Business Administration Post Degree Diploma

## Program at a Glance

*1-year program with options in General Management, International Management, Marketing, Accounting & Finance, or Human Resource Management.*

**Tuition:** [\\$2,945 approx + fees/equipment](#)

**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

## HIGHLIGHTS

### 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

with five program options: general management, international management, marketing, accounting & finance, or human resource management.

**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?

## Contact

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

academic year. Students select options in general management, international management, marketing, accounting & finance or human resource management.

In the general management option, students learn fundamental skills related to financial accounting, human resources management and administration. Using simulations and comprehensive case studies, 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.

The accounting and finance 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.

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

## Career Opportunities

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

## Transfer Credit & Credit For Prior Learning

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

## 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.

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 100 Financial Accounting Fundamentals
- 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 and Finance Option

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

**Plus 2** electives chosen from any BUS course at the 200 level or higher, or PHI 260 Business Ethics.

**Note:** Assumes BUS 100 or equivalent has been completed.

### Human Resource Management Option

- BUS 100 Financial Accounting Fundamentals
- BUS 217 Management Accounting
- BUS 255 Human Resources Management
- BUS 310 Recruitment and Selection
- BUS 320 Compensation and Benefits
- BUS 350 Organizational Behaviour
- BUS 410 Labour Relations
- BUS 450 Project Management

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

# Business Administration Post Degree Diploma - Global Business Management

## Program at a Glance

*2-year post degree diploma*

**Tuition:** [\\$2,740 per year approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January

- Specialize in global business management including Canadian and international aspects of business, trade, marketing,

## HIGHLIGHTS

### Why Choose North Island College?

- **Work in Canada.** With two years of academic study and internship from NIC, international students are eligible to apply for a three-year Canadian work permit upon graduation. See [www.cic.gc.ca](http://www.cic.gc.ca) for complete information on post-graduate work permits.
- **Small classes, great instructors.** Small classes and excellent instruction combine to give you a strong background in business administration. Employers recognize North Island College business graduates as skilled, valuable assets to any company.
- **Give yourself an edge.** With a post degree diploma in business administration, you'll have the knowledge to support

finance and economic systems.

- Develop cross-cultural skills studying in Canada and with classmates from all around the world.
- Gain Canadian work experience through your internship and build your own network of personal business contacts.


### **Career possibilities:**

An international business education can take you in many directions, in Canada or internationally. Graduates may pursue opportunities in consulting, management, marketing, financial advising, international management, and more.

### **Questions?**

#### **Contact**

#### **NIC International Student Services**


1-250-334-5033 

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

Or

#### **Student Services**

(within Canada)

1-800-715-0914 

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

your art, trade, or science background in the business world.

## **Program Highlights**

The post degree program is designed to provide bachelor's degree graduates with a complete international business education in two years. No previous business experience or study is required.

In year one, students will develop a strong foundation in essential business functions: accounting, finance, marketing, human resource management, business writing, and administration.

Coursework focuses on the international context, giving students a global perspective in all areas of study. Students also choose one additional class from three elective options: consumer behaviour, information management systems, or marketing and advertising. Year one also includes EMP 100 Employment Preparation, a pre-employment course that provides students with the career skills needed for a successful internship.

Students wishing to get a head start on the September program may be able to complete a few courses in the preceding spring and/or summer terms. Please talk to a [Student Advisor](#).

In year two, students deepen their business understanding with advanced topics such as international relations, strategic management, and commercial law. They also begin to put theory into practice. In BUS-293, students apply knowledge gained from several business disciplines to manage a company in an online business simulation. Students become part of management teams, making strategic business decisions in an effort to achieve a competitive advantage in their industry.

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

## **Career Opportunities**

Graduates with an education in global business management will find career opportunities in a wide range of work environments – both in Canada and internationally. This may include working in the diplomatic corps, in government, in college and university international offices, in international development agencies, in the oil and gas sector, and as small business owners. Graduates may also consider further education in masters programs in a variety of disciplines. The possibilities are endless.

## **Internships**

The two-year post degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to business management. The internship will give students 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 employment or academic study.

## **ADMISSION**

### **Admission Requirements**

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

## CURRICULUM

### Program Requirements

#### Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 255 Human Resource Management
- BUS 355 Managing for Public and Non-Profit Organizations
- BUS 360 Intercultural Dimensions of International Business
- BUS 370 International Marketing
- ENG 160 Effective Organizational Writing
- PHI 260 Business Ethics

**Plus One** Elective to be chosen from the following: BUS 260, BUS 368, or BUS 290

#### Year 2

- BUS 293 Business Simulation
- BUS 350 Organizational Behaviour
- BUS 375 International Financial Management
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- BUS 492 Strategic Management
- BUS 500 Internship – Applied Business
- POL 203 International Relations

**Plus One** Elective to be chosen from the following: BUS 221, BUS 265, or BUS 361

# Business Administration Post Degree Diploma - Pre-Professional Accountant

#### Program at a Glance

*2-year post degree diploma*

## HIGHLIGHTS

### Why Choose North Island College?

- **Work in Canada.** With two years of academic study and accounting related internship supported by NIC, international students are eligible to apply for a three-year Canadian work



**Tuition:** [\\$2,685 per year approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January

- Specialize in accounting with a focus on preparation for entry into the Canadian Chartered Professional Accountant (CPA) certification program.
- Develop cross-cultural skills studying in Canada and with classmates from all around the world.
- Gain Canadian work experience through your internship and build your own network of personal business contacts.

**Career possibilities:** An accounting education can take you in many directions, in Canada or internationally. Graduates may pursue a designation in accounting or other accounting opportunities in either public practice or industry.

## Questions?

### Contact

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

Or

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

permit upon graduation. See [www.cic.gc.ca](http://www.cic.gc.ca) for complete information on post-graduate work permits.

- **Small classes, great instructors.** Small classes and excellent instruction combine to give you a strong background in accounting. Employers recognize North Island College business graduates as skilled, valuable assets to any company.
- **Give yourself an edge.** With a post degree diploma in accounting, you'll have the knowledge to support your previous academic and employment background in the business world.

## Program Highlights

The post degree program is designed to provide bachelor's degree graduates with all of the prerequisites required to enter into the CPA certification program as well as knowledge of business principles. No previous business experience or study is required.

In year one, students will develop a strong foundation in accounting (both managerial and financial), finance, Canadian taxation, corporate finance, business writing, and ethics. Students also choose two additional classes from elective options: accounting fundamentals, commercial law, accounting computer applications, quantitative methods, information systems, statistics and economics. They also begin to put theory into practice. For example, in BUS-293, students apply knowledge gained from several business disciplines to manage a company in an online business simulation. Students become part of management teams, making strategic business decisions in an effort to achieve a competitive advantage in their industry.

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

Upon completion, graduates will have gained relevant work experience through their program internship and be well-positioned for careers in accounting.

## Work Experience

The two-year post degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to accounting.

The internship will give students the opportunity to apply theories and methods learned in the classroom. They will also learn new skills to enhance their future employment success and/or to prepare them for further employment or academic study.

## Career Opportunities

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

## ADMISSION

### Admission Requirements

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

## CURRICULUM

### Program Requirements

#### Year 1

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 223 Taxation I
- BUS 244 Finance
- BUS 293 Business Simulation
- ENG 160 Effective Organizational Writing
- PHI 260 Business Ethics

Plus one elective to be chosen from the following: BUS 100 (if previous degree in a non-business discipline), BUS 221, BUS 270, BUS 290, BUS 335, ECO 110, ECO 111 or MAT 115.

#### Year 2

- BUS 312 Intermediate Financial Accounting II
- BUS 318 Advanced Cost Accounting
- BUS 418 Advanced Managerial Accounting
- BUS 419 Advanced Financial Accounting
- BUS 420 Introduction to Auditing
- BUS 492 Strategic Management
- BUS 450 Project Management
- BUS 500 Internship – Applied Business

Plus one elective to be chosen from the following: BUS 221, BUS 270, BUS 290, BUS 335, ECO 110, ECO 111 or MAT 115.

# Administrative Assistant Certificate

## Program at a Glance

*30-week online certificate, completed post Office Assistant I certificate*

**Tuition:** [\\$1,235 approx + fees/equipment](#)

**Where:** Online


**Starts:** Varies by course. Contact a Student Advisor.

- Develop office 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

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

## HIGHLIGHTS

### Why Choose North Island College?

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

### Program Highlights

The Administrative Assistant certificate program is comprised of 10 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.

Students learn to use desktop publishing functions by producing 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. The program provides 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

Graduates learn best office practices using the latest technology and

are qualified to provide administrative support in the areas of government, service organizations, hospitality, tourism, insurance, finance, real estate, transportation, and education.

## Transfer Credit & 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. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three 3-minute timings with three errors or less.

### To Be Successful

- 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 (a Mac computer is not recommended), the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for some courses. **Please note:** starting Fall 2014 NIC's Applied Business Technology programs have been upgraded to Office 2013 and Windows 7 or 8.

## 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

## Program at a Glance

*30-week online certificate, completed post Office Assistant I certificate*

**Tuition:** [\\$1,370 approx + fees/equipment](#)

**Where:** Online

**Starts:** Varies by course. Contact a Student Advisor.


- Develop essential computer accounting skills needed in nearly 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)

## HIGHLIGHTS

### Why Choose North Island College?

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

## Program Highlights

Computing accounting skills are valued in nearly every type of business and industry, and graduates with a Computer Accounting Assistant certificate can find employment in a range of areas. The program is comprised of nine online courses. 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.

## **Transfer Credit & 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 per cent 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. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three 3-minute timing with three errors or less.

### **To Be Successful**

- 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 (a Mac computer is not recommended), the internet, and have a personal email account for correspondence. Additional supplies or equipment



may be required for some courses. **Please note:** starting Fall 2014 NIC's Applied Business Technology programs have been upgraded to Office 2013 and Windows 7 or 8.

## 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

### Program at a Glance

*30-week online certificate, completed post Office Assistant I certificate*

**Tuition:** [\\$1,690 approx + fees/equipment](#)

**Where:** Online

**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.

## HIGHLIGHTS

### 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.




- 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)

## 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.

## Transfer Credit & 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 per cent 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.  
Applicants with significant previous office experience may be admitted with department member approval.
2. ABT 120 Job Search or employment in the legal administration field.
3. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three 3-minute timings with three errors or less.

### To Be Successful

- 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 (a Mac computer is not recommended), the internet, and have a personal email

account for correspondence. Additional supplies or equipment may be required for some courses. **Please note:** starting Fall 2014 NIC's Applied Business Technology programs have been upgraded to Office 2013 and Windows 7 or 8.

## 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

### Program at a Glance

*30-week online certificate, completed post Office Assistant I certificate*

**Tuition:** [\\$1,370 approx + fees/equipment](#)

**Where:** Online

**Starts:** Varies by course. Contact a Student Advisor.

- Develop specialized medical administration skills needed to support the busy health care industry.
- Improve your employability

## HIGHLIGHTS

### 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

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)

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.

## **Transfer Credit & 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 per cent 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. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 w.p.m. The timing speed is based on the average of three 3-minute timings with three errors or less.

### **To Be Successful**

- 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 (a Mac computer is not recommended), the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for some courses. **Please note:** starting Fall 2014 NIC's Applied Business Technology programs have been

upgraded to Office 2013 and Windows 7 or 8.

## 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 Assistant I Certificate

### Program at a Glance

*30-week online Applied Business Technology program; part-time options available*

**Tuition:** [\\$1,510 approx + fees/equipment](#)

**Where:** Online

**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

## HIGHLIGHTS

### 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.

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)

**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.

## Transfer Credit & 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 per cent 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. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment; and
2. C in one of Apprenticeship and Workplace Mathematics 10, Essentials Math 10, Foundations of Math 10, NIC MAT 033, or equivalent; or Math assessment.

### To Be Successful

- Students are encouraged 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 (a Mac computer is not recommended), the internet, and have a personal email account for correspondence. Additional supplies or equipment may be required for some courses. **Please note:** starting Fall 2014 NIC's Applied Business Technology programs have been upgraded to Office 2013 and Windows 7 or 8.

## 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 3-minute timings.
- To be eligible to receive a certificate, students must achieve a



Applied Business Technology

# Office Management Certificate

## Program at a Glance

*30-week part-time Applied Business Technology program*

**Tuition:** [\\$1,645 approx + fees/equipment](#)

**Where:** Online

**Starts:** September 2015


- 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)

## HIGHLIGHTS

### 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.

## Transfer Credit & 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. C in one of Provincial English 12, NIC ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
3. Letter of reference from a supervisor including the [NIC Office Management skills checklist](#)

or

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

## CURRICULUM

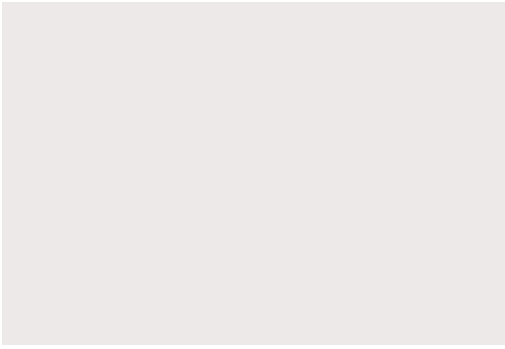
### Program Requirements

- 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.

# Fine Arts Diploma

## Program at a Glance

*2-year diploma.*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September


- Explore a variety of subjects from photography and digital visual art to painting, sculpture and ceramics.
- NIC's vibrant setting and well-equipped studios provide you with the resources to ignite your creativity.
- Earn your diploma before transferring to degree programs in BC and across Canada.

**Career possibilities:** Graduates can apply their skills in a wide range of employment opportunities in the creative economy, from practicing artist or creative consultant to art educator, potter, animator, or game designer.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### 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 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.** NIC staff and students 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, 7,510 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.

### 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.

For those interested in taking a fine arts course, but not wanting to apply to the fine arts program, there are often spaces available. Although course spaces are first allocated to program registrants, university studies program students are welcome to select fine arts courses and do not need to submit a Portfolio of Works to do so. Community members may sign up to enjoy a fine arts course by registering as a part-time university studies student. For more information, contact a [NIC Student Advisor](#).

In addition to transferring to an Emily Carr degree (below), fine arts students can access [guaranteed admission to UVic's Bachelor of Arts](#) (or Fine Arts) degree with a Major in History of Art.

## Career Opportunities

Graduates can apply their skills in a wide range of employment opportunities in the creative economy. 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, exhibit design, animation, web design, fashion design, interior design or illustration, theatre, set design, video or film.

## Transfer to Degrees at Emily Carr University of Art + Design

### Guarantee your admission to a Bachelor of Fine Arts (Visual Arts) or Bachelor of Fine Arts (Critical and Cultural Practices)

Complete your NIC Fine Arts diploma with a cumulative 3.0 G.P.A. (B average) or higher to be automatically accepted into year three of Emily Carr's Bachelor of Fine Arts (Visual Arts) or Bachelor of Fine Arts (Critical and Cultural Practices) degree. If your cumulative G.P.A is between 2.0 and 2.99 you will be considered for admission to year three of the BFA on the basis of your academic standing and a portfolio review.

### Transfer up to 63 credits

Complete your NIC Fine Arts diploma with a cumulative 2.0 G.P.A. (C average) or higher to be considered for admission to the following programs on the basis of your academic standing and a portfolio review. Note that these programs have competitive entry and therefore your portfolio should reflect work that is consistent with your intended major.

- Bachelor of Fine Arts (Film, Video + Integrated media)
- Bachelor of Fine Arts (Photography)
- Bachelor of Design (Communication Design)
- Bachelor of Design (Industrial Design)
- Bachelor of Design (Interaction Design)
- Bachelor of Media (Animation)
- Bachelor of Media (Interactive + Social Media Arts)
- Bachelor of Fine Arts (Illustration) Note: Apply to second year in order to take Emily Carr's specialized second-year illustration courses

### Make sure your courses count!

Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites, and transfer requirements.

- Review the Emily Carr [Articulation Agreement, Bachelor of Fine Arts](#) for transfer details.
- Visit [Emily Carr undergrad programs](#) for more information on degree options.
- Visit [Emily Carr academic transfer requirements](#).
- For more information or to develop a study plan, contact a [NIC Admissions Advisor](#).

## ADMISSION

### Admission Requirements

1. Provincial English 12 with a C+ or better, or NIC upgrading ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Portfolio of Works (see Portfolio of Works Guidelines below)
3. Admissions Essay (see Admission Essay below)

### Portfolio of Works Guidelines

Portfolio submission deadline is 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 the second review will be accepted during the last week of April. An admission essay is to be included with the portfolio submission. Drop off portfolios, along with your admission essay, directly to Student Services at the Comox Valley campus.

The *Portfolio of Works* is your opportunity to present yourself to the portfolio review committee. Since all portfolio submissions are eligible for scholarship consideration submitting a strong portfolio can be of enormous benefit. For a strong presentation, prepare and submit a portfolio of your works based on the following guidelines:

- **Original two-dimensional works**

Original two-dimensional works including drawings, paintings, prints, photographs, mixed media, design projects, and computer-generated designs. The maximum size is 56 cm X 76 cm (22" X 30"). Larger pieces should be submitted as photographs or digital files. Do not submit matted or framed work.

- **Three-dimensional works and other media**

Three-dimensional works - including clay, fibre, wood, metals, and so on are to be submitted as photographs or digital files. Media presentations can include audio or video components. Multimedia or time-based work should be a maximum of five minutes in length.

- **Digital submissions**

Work may be submitted entirely on CD, DVD, or USB flash drive. Files should be saved as JPEG, PDF, or as a digital portfolio in PowerPoint. Images should be high-resolution JPEG files (with a file suffix of .jpg or .jpeg). Image files in PDF or PowerPoint should be saved at 72dpi screen resolution with a minimum height and width of 1,000 pixels. Digital portfolios should be checked to assure that links work properly and all necessary files are included. Applicants should indicate if any special instructions are necessary for the viewing of digital portfolios.

- **Identify everything clearly**

In all cases, each work must be clearly identified with name, date, title, size and media. An inventory sheet identifying each piece must be included with your portfolio submission.

- **Show your range**

Your portfolio should contain a representative selection of up to 20 original completed works or works in progress. Original work excludes copies of works created by others; however, it may include variations derived from others. Your sources must be credited.

Submissions may include working studies, research, or technical explorations to illustrate your personal interests and directions. These can be self-initiated works as well as works assigned to you as projects. You should submit your best and most recent work that represents your personal interests and your abilities.

The portfolio committee is looking for demonstrated abilities within a variety of areas, an open, exploratory attitude, energy and a commitment that is consistent with the intense nature of this two-year program.

## **Admissions Essay Guidelines**

State in a brief essay, of one typed page, your reasons for wanting to attend NIC's Fine Arts program. You should discuss the experiences you bring to the college or the reasons that have led you to apply. You may also discuss the skills and information that you hope to gain, where your education might lead, and where you find inspiration or how you presently relate to the world.

It should be understood that the admissions essay is not used to determine your suitability for the program, rather it provides the committee with information that may enhance or contribute to our understanding of your portfolio.

## **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:

Students who are enrolled in the dual admission program with Emily Carr will select from these English courses.

- 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

Students who do not intend on continuing to the Bachelor of Fine Arts from Emily Carr at NIC can select from the above English courses,  
**plus**

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama

## Completion Requirements

**As a full-time student:**



A student must complete the program within two years of acceptance.

**As a part-time student:**

A student must complete the program within four years of acceptance

# Metal Jewellery Design Certificate

## Program at a Glance

*32-week full-time certificate*

**Tuition:** [\\$5,205 approx + fees/equipment](#)

**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 designs.
- Interested in taking short courses in jewellery and metal art? Check out the [Continuing Education course series](#).

**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)

## HIGHLIGHTS

### 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 jewelry 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

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 2014/15 program will be held over two semesters, from September to April, totalling 32 weeks. Classes are scheduled to take place at Campbell River campus from Monday to Thursday, 9 am to 3 pm (22 hours per week).

## Supply List

Students are responsible for providing basic supplies and equipment (\$1,000 approx), which may change slightly according to instructor requirements (to be confirmed in first classes).

To see the range of supplies required for this year, please check the [2014/15 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. Minimum age requirement of 19 years on the first day of class.
2. 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 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
- MJD 124 Gemmology
- MJD 125 Final Project II
- MJD 126 Business Practices for Jewellery Artists

### Completion Requirements

Students must have successfully completed all of the required courses to receive the Metal Jewellery Design certificate.

## Professional Potter Advanced Diploma

### Program at a Glance

*10-month advanced diploma*

**Tuition:** [\\$9,365 approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** May 2015

- Develop advanced-level design skills and production techniques, plus the business education you'll need to market your work effectively.
- Learn in our 7,510-ft2 fully equipped Shadolt Studio with an excellent range of kilns.
- Complete an internship with a practicing professional potter  
OR apply for a residency at [Medalta International](#) in Alberta.

**Career possibilities:** Graduates will possess the advanced skills,

## HIGHLIGHTS

### Why Choose North Island College?

- **Applied learning, advanced techniques.** Develop advanced-level design skills and production techniques PLUS the business education you'll need to market your work effectively.
- **Fully equipped facilities.** Learn in our 7,510-ft2 fully equipped Shadbolt Studio with an excellent range of electric and gas-fired kilns. Gain access to a Tozan-style Anagama wood-fired kiln, one of only three in existence in North America.
- **Master potters, qualified instructors.** Your instructors are internationally known, practicing professional potters who have extensive knowledge and expertise to share.
- **Watch our [NIC ceramics video](#).**  
Get an exclusive tour, meet instructors, learn more.

### Program Highlights

The ten-month Professional Potter advanced diploma is designed for individuals who want to establish their own studio or workshop-based business and make a living as a practicing professional potter. The program allows students to progressively develop their design and production skills, while integrating the technical knowledge of clays, glazes, and firing processes. Students also learn how to analyze and evaluate their design and production choices in order to optimize productivity, produce work of quality and character, develop a marketing plan for the work, and more.


During the first term, students are immersed in studio practice. A

industry knowledge, and business expertise needed to become practicing professional potters with their own studio or workshop-based businesses.

### Questions?

### Contact

**Linda Perron**

250-334-5054 

[linda.perron@nic.bc.ca](mailto:linda.perron@nic.bc.ca)

series of short, intensive courses allow students to progressively master fundamental to advanced elements of Throwing for Production, Design and Practice, Clay Technology, Surface Enrichment techniques, Kilns and Firing technology, Mold Making, and Hand-building Techniques for Production. In this term students will focus on technical skills, best practices, and defining their production preferences and business direction.

In the second term, students will continue to develop their design, making processes, and technical skills, and also begin producing work aimed for the market and portfolio development. Business courses provide a detailed range of business skills specific to planning, maintaining, and marketing a pottery business. Topics include market research, developing a business plan, legal issues, bookkeeping and accounting procedures, and marketing strategy as they apply to a pottery business. A digital media course also gives students enough digital photography and computer skills to develop, manage and maintain their own website.

In FIN-348 Kilns and Firing technology IV, a highlight of the second term, students will spend three days on Denman Island, BC, firing a Tozan-style Anagama wood-fired kiln, one of only three in existence in North America.

Finally, students will complete a mandatory two-month practicum with two options:

1. An approved internship with a practicing professional potter, which will be structured as either volunteer or paid and give the student invaluable experience.
2. Or, apply for a two-month residency at the Medalta International Residency Program in Medicine Hat, Alberta. Students taking this option would have the opportunity to begin developing their work and testing out markets. Residency fees apply.

## ADMISSION

### Admission Requirements

1. A portfolio of recent work (minimum of 10 pieces).
2. A two year Diploma in Art & Design with a ceramics component, or a BFA with a ceramics major who can demonstrate significant pottery skills, or permission of the program coordinator.
3. A 300-word statement of expectations.

Transfer Options (in and out of program): Although the aim of this program is to graduate students who will enter the work place or go on to establish a workshop based business, efforts will be made to establish transfer options with other educational institutions.

## CURRICULUM

### Program Requirements

#### First Term:

- FIN 330 Throwing for Production, Design and Practice I
- FIN 335 Clay Technology I
- FIN 340 Surface Enrichment techniques I

- FIN 345 Kilns and Firing technology I
- FIN 331 Throwing for Production, Design and Practice II
- FIN 336 Clay Technology II
- FIN 341 Surface Enrichment techniques II
- FIN 346 Kiln and Firing technology II
- FIN 350 Mold Making
- FIN 355 Hand-building Techniques for Production I rs
- FIN 337 Clay Technology III
- FIN 342 Surface Enrichment techniques III
- FIN 333 Advanced Throwing, large forms

### **Second Term:**

- FIN 332 Throwing for Production, Design and Practice III
- FIN 360 Documentation and Digital Media
- FIN 366 Glaze sciences I
- FIN 347 Kilns and Firing technology III
- FIN 356 Hand-building for Production II
- FIN 362 Business Practices for the Potter
- FIN 363 Marketing for the Potter
- FIN 367 Glaze sciences II
- FIN 348 Kilns and Firing technology IV
- FIN 370 Portfolio Development
- FIN 368 Glaze Sciences III
- FIN 364 Professional Practices

### **Third Term:**

- FIN 371 Professional Pottery Work Experience Practicum **OR**  
FIN 372 Pottery Residency at Medalta

**Note:** Total 984 hours to complete the Program. After two terms of courses at North Island College the student will have six months to complete the 240 hours internship with a professional potter (the potter to be approved by NIC) or 240 hours in the Medalta International Residency program.

## **Completion Requirements**

For successful completion of the program, students must achieve a minimum of 70% in all courses and pass FIN 371 or 372.

# Advanced Communication and Interactive Design Diploma

## Program at a Glance

*3-year Interactive Media advanced diploma*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**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 diploma, 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)

## HIGHLIGHTS

### 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 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, including mobile application 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 mobile.

### 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, mobile application development, 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, business owner &

operator, e-commerce site designer, and motion graphics designer.

## Supply List

Students in the Interactive Media programs are required to have hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

## ADMISSION

### Admission Requirements

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.

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

- **As a full-time student:** The student should complete the program within three years of acceptance.
- **As a part-time student:** 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, 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 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

#### Year 2

- IMG 100 Programming for Web Design I
- IMG 130 Project Management
- IMG 208 Communication Design II



- IMG 209 Communication Design III
- IMG 210 Web Tools III
- IMG 220 Introduction to Social Media
- IMG 290 Portfolio Project I
- CPS 146 Database Fundamentals
- FIN 247 Introduction to Digital Photography
- Elective chosen from BUS 152, BUS 162, BUS 368, FIN 200, or Fine Arts option
- Optional Work term (4 weeks non-credit)

### Year 3

- IMG 204 Introduction to Programming in Objective-C
- IMG 214 iOS Application Development
- IMG 215 Android Application Development
- IMG 240 Emerging Technologies
- IMG 250 Web Game Development
- IMG 260 E-Commerce
- IMG 390 Portfolio Project II
- CPS 100 Computer Programming
- 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

Interactive Media

# Communication Design Diploma

## Program at a Glance

*2-year Communication Design diploma*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September

- Learn to design both print and online communications that are visually, technically, and commercially effective.

## HIGHLIGHTS

### Why Choose North Island College?


- **A cut above the rest.** In response to industry and employer input, NIC's programs include an increased number of advanced technology courses. As a result, NIC graduates develop a higher level of technical expertise when compared to many other diploma and even degree graduates in the province.
- **Professional experience counts.** On-the-job experience is an integral part of the program. Work place practicums give you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- **Innovation.** Today's employers and businesses value creative problem solving skills. At NIC, you'll face challenges that require more than just facts to solve, and you'll develop an

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 online or print publication designer, graphic designer, web designer, digital artist, and identity designer.

## Questions?

## Contact

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

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, typography, drawing, computer graphics, 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 design strategy. 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 identity designer.

## Supply List

Students in the Interactive Media programs are required to have hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

## ADMISSION

### Admission Requirements

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.

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

- **As a full-time student:** The student should complete the program within two years of acceptance.
- **As a part-time student:** 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, 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 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

#### Year 2

- IMG 100 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
- CPS 146 Database Fundamentals
- FIN 247 Introduction to Digital Photography
- IMG 220 Introduction to Social Media
- Elective chosen from BUS 152, BUS 162, BUS 368, FIN 200, or a Fine Arts option
- 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

# Mobile Application Development Certificate

## Program at a Glance

*8-month Interactive Media certificate*

**Tuition:** [\\$2,945 approx + fees/equipment](#)

**Where:** Comox Valley


**Starts:** September

- Learn the fundamentals of web and mobile application development for smartphones and tablets
- Develop strong design and programming skills for the rapidly changing mobile applications industry

**Career possibilities:** Graduates qualify for a variety of entry-level employment opportunities such as: Mobile Application Developer, Mobile Interface Developer, and Website Designer / Developer.

## Questions?

### Contact

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

## HIGHLIGHTS

### 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 programs in the province.
- **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 Mobile Application Development certificate counts as credit toward the Web Design Certificate, Web Design 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.

The Mobile Application Development certificate is a first on Vancouver Island and one of only two such programs in BC. The certificate is ideally suited to the advanced beginner, graduates of the Web Design certificate, or the experienced programmer looking to expand their industry skills.

Students in the Mobile Application Development certificate program are given fundamental knowledge in web design and mobile application programming. Courses cover front-end web programming, back-end web technology and mobile application development. Students will also explore new and emerging technologies, and their impact on web and mobile application development. Graduates of the Mobile Application Development certificate will possess the skills necessary to succeed in the rapidly developing mobile application industry.

### Career Opportunities

Mobile application development is a growing field with many career opportunities. Career positions may include, but would not be limited to, website designer, mobile application developer, and mobile interface developer. Experience professionals will add in-demand skills to their repertoire, while some graduates may also consider pursuing their own business ventures. Or, keep learning, and complete the Web and Mobile Application Development diploma.

## Supply List

Students in the Interactive Media programs are required to have hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

## ADMISSION

### Admission Requirements

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090 or equivalent; or English assessment testing. These requirements are the same as those for all other IMG programs.

## CURRICULUM

### Program Requirements

- IMG-102 Computer Graphics
- IMG-110 Web Tools I
- IMG-111 Web Tools II
- IMG-112 Typography
- CPS-100 Programming I
- CPS-146 Database Fundamentals
- IMG-204 Objective-C Programming
- IMG-214 iOS Application Development
- IMG-215 Android Application Development
- IMG-240 Emerging Technologies

### Completion Requirements

This program is designed to be completed within 8 months of fulltime study.

Interactive Media

# Web and Mobile Application Development Diploma

### Program at a Glance

*2-year Interactive Media diploma*

**Tuition:** [\\$2,740 approx per year + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September

- Develop skills in web programming, game

## HIGHLIGHTS

### 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.

development, e-commerce, server-driven applications, mobile applications development 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 mobile applications developer and more.

## 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. 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.

The Web and Mobile Application Development diploma gives students a thorough education in application design and development for the web, smart phones and tablets. Students receive the same fundamental knowledge as our Web Design and Mobile Application Development certificate students, and continue into more advanced design techniques and technologies in year 2. 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 and mobile application 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, mobile application development, web analytics specialist, multimedia programmer, webmaster, and motion graphics developer.

## Supply List

Students in the Interactive Media programs are required to have hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

## ADMISSION

### Admission Requirements

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.

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

- **As a full-time student:** The student should complete the program within two years of acceptance.

**As a part-time student:** 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, 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 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- CPS 146 Database Fundamentals
- IMG 220 Introduction to Social Media

#### Year 2

- IMG 130 Project Management
- IMG 204 Objective-C Programming
- IMG 210 Web Tools III
- IMG 214 iOS Application Development
- IMG 215 Android Application Development
- IMG 240 Emerging Technologies
- IMG 250 Web Game Development
- IMG 260 E-Commerce
- IMG 290 Portfolio Project I
- CPS 100 Computer Programming
- 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



# Web Design Certificate

## Program at a Glance

*8-month Interactive Media certificate*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September


- Learn the fundamentals of design, graphics, and animation for web applications, including HTML, CSS and Java Script.
- 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 and web graphics technician.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### 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 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.

The web design certificate is the technical foundation for the Interactive Media web programs, and introduces students to the design of web applications. The program is suited to anyone exploring a career in web design and web applications, whether you are a high school graduate or seeking a second/alternate career.

Students are given fundamental knowledge in web design, programming, digital photography, and typography. With accompanying courses in effective organizational writing, basic marketing principles, entrepreneurship and small business management, Web Design certificate graduates will also possess the skills necessary to successfully enter 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 and web graphics technician. Students may also choose to keep studying, and complete either the Mobile Application Development certificate or the Web and Mobile

Application Development diploma.

## Supply List

Students in the Interactive Media programs are required to have hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

## ADMISSION

### Admission Requirements

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.

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

- **As a full-time student:** The student should complete the program within eight months of acceptance.
- **As a part-time student:** 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, 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.

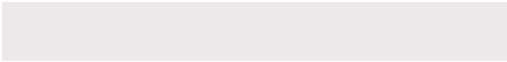
## CURRICULUM

### 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 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- CPS 146 Database Fundamentals
- IMG 220 Introduction to Social Media

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

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- 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



# Animal Care Aide Certificate

## Program at a Glance

*30-week part-time certificate*

**Tuition:** [\\$2,150 approx + fees/equipment](#)

**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)

## HIGHLIGHTS

### 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

Animal care aides provide assistance and support as part of a dedicated team of professions in the field of animal care. This program prepares students for entry level employment in animal care facilities, including veterinary clinics, hospitals, animal recovery centres, shelters, kennels, and specialty animal businesses.

The Animal Care Aide certificate consists of six instructor-led courses and includes hands-on sessions in specialized facilities, two field trips requirements and work experience. The program is part-time. Courses were developed in close consultation with industry professionals to ensure graduates have the skills and knowledge for entry level work in the animal care field. While the program emphasizes small animal care in hospital/clinical settings, the training is valuable and easily transferable to other animal care settings. It is intended for individuals with no previous formal training, but the course has been designed to help existing staff and volunteers who wish to upgrade their skills.

Graduates receive a certificate of completion from North Island College.

### Career Opportunities

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. 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
2. C in Provincial English 11 or NIC ENG 052; or
3. Placement testing or instructor permission.

## To Be Successful

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

- A strong desire to work closely with animals
- A strong desire to provide caring and knowledgeable aide to animals
- The ability to work independently and as part of a team
- A positive attitude toward class attendance and punctuality

## CURRICULUM

### Program Requirements

- ANH 100 Domestic Animal Anatomy & Physiology
- ANH 101 Introduction to Radiology
- ANH 102 Basic Laboratory Procedures
- ANH 103 Hospital Care
- ANH 104 Basic Surgical Procedures
- ANH 107 Veterinary Hospital (Field Trip)
- ANH 108 Wildlife Rehabilitation (Field Trip)
- ANH 110 Work Experience for Animal Care Aide
- ANH 112 Veterinary Reception

### Completion Requirements

Attendance is required in all courses. Absenteeism may result in failure.

You must maintain 65% or better in each course to continue and to complete the program.

# Early Childhood Care & Education Certificate

## Program at a Glance

*10-month certificate in Comox Valley and Port Alberni.*

**Tuition:** [\\$3,045 approx + fees/equipment](#)

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

**Starts:** September

- Take the first step towards becoming a licenced early childhood educator, working with children ages 30 months to 5 years in a

## HIGHLIGHTS

### 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.** Practice placements 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 early learning settings, helps NIC students achieve their personal, career, and educational goals.


variety of early learning settings.

- Practicums give you first-hand experience and training working with children.
- Watch our [Early Childhood Education Program Video](#) to learn more.

**Career possibilities:** Employment opportunities may include positions such as preschool teacher, Strong Start facilitator, learning support assistant, or childcare provider.

## Questions?

### Contact

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

**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 10 months or on a part-time basis over two 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, and positive child guidance. Students also plan early childhood play-based activities in the areas of art and literacy.

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 responsive learning environments and different curriculum models, including emergent and project-based curriculum.

In addition to scheduled classes, students participate in a variety of practicum experiences. This allows students to explore different models of child care and different early learning environments. Students begin their practicum experiences observing and advance to program planning and working directly with children.

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

Program graduates receive an NIC certificate in early childhood care and education, which fulfills the provincial ECE credential requirements for licensure and employment in the early childhood education sector in BC. Additional requirements for licensure, including letters of reference, also apply. For up-to-date licencing requirements, including the 500 hours of work experience required for a 5 year licence to practice, please visit [www.mcf.gov.bc.ca/childcare/ece/index.htm](http://www.mcf.gov.bc.ca/childcare/ece/index.htm).

## Career Opportunities

### Early Childhood Care and Education Certificate

The Early Childhood Care & Education certificate prepares graduates to work with young children of varying abilities from 30 months to 5 years, in a variety of early learning settings. Program completion is the first step in becoming a licenced early childhood educator in British Columbia. This program also provides opportunities for graduates to work with children and their families in other related fields.


### Early Childhood Educator Assistant

An assistant licence enables an individual to care for children under the supervision of a fully licenced early childhood educator. To qualify for an ECE Assistant Licence to Practice, an individual must complete at least one for-credit post-secondary course in an approved ECE

training program in one of the following areas:

- Child development,
- Child guidance, or
- Health, safety, and nutrition

Graduates of the Early Childhood Care & Education certificate or Educator Assistant course(s) applying for their licence to practice should forward a copy of their official college transcript, along with their application, to:

Early Childhood Education Registry  
Ministry of Children and Family Development  
PO Box 9965 STN PROV GOVT  
Victoria BC V8W 9R4  
Toll-free: 1-888-338-6622   
In Greater Victoria: (250) 356-6501   
Email: [eceregistry@gov.bc.ca](mailto:eceregistry@gov.bc.ca)  
Web: [www.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 program, 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

## Practice Experience

Practicums are an essential component of the early childhood



education program, and give students the opportunity to put their theory and knowledge into practice under the direction of qualified early childhood educators. Students are placed for their practicums in consultation with faculty, and are responsible for their own transportation to and from practicum settings. Please note, while the majority of practicums occur where the student lives it may be necessary to complete a practicum outside of the community.

## ADMISSION

### Before Classes Begin

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

1. Complete a Solicitor General Consent for Criminal Record Search form. This form will be sent to you from the admissions office once you are offered a seat in the program. Processing costs will be incurred by the student.
2. Hold a current Child Care First Aid certificate OR take the required course offered at North Island College during the first month of the program. Students who provide proof of a current equivalent certificate are not required to duplicate this training. It is the responsibility of the student to maintain certification throughout the program.
3. Full-time students will be required to submit a Portfolio containing the following documentation on the first day of class. Note: Part-time students will be required to submit the portfolio to their practicum instructor before beginning their practice placements.
  - Completed Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.
  - Medical form. Obtain "a statement signed by a medical practitioner indicating that the person is physically and psychologically capable of working with children and carrying out assigned duties in a community care facility" (Child Care Licensing Regulations 2013). This form will be sent to you by the admissions office when you are offered a seat in the program.
  - Two (2) character reference letters attesting to your good character, temperament and ability to work with children.

### Admission Requirements

1. C in one of Provincial English 12, NIC ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. A signed [Requisite Skills and Abilities \(RSA\) document](#). The RSA document describes the requirements for practice in early childhood care and education. Prospective students need to review these and decide whether they believe they are able to meet them. Should you have concerns about being able to meet the RSA's, please contact the ECCE Department Chair.

### Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of

self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to [www.nic.bc.ca/aboriginalservices](http://www.nic.bc.ca/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

## 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 level of academic theory and practical application
- 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. 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 course, re-entered the program and

successfully repeated the failed course, and then fails another course, will be removed entirely from the program and can only re-enter by through the admission process. Please note that the student may be required to begin at term one of the diploma year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the Early Childhood Care and Education department and in consultation with the Dean. Students who fail a course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

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

# Early Childhood Care & Education Diploma

## Program at a Glance

*Diploma completed part-time over 3 years, post Early Childhood Care & Education certificate*

**Tuition:** [\\$2,100 approx + fees/equipment](#)

**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 children with special needs, 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, or as an administrator of a

## HIGHLIGHTS

### Why Choose North Island College?

- **Learn at your own pace.** The diploma program is held part-time through evening classes, Interactive TV (ITV) and online learning components. This gives you the flexibility to continue with other commitments while you study.
- **Experience that employers value.** Practice placements 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 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 early learning settings, helps NIC students achieve their personal, career, and educational goals.
- **Approved education.** NIC's Early Childhood Care & Education diploma is approved by the BC Early Childhood Educator Registry, and leads to an official BC Licence to Practice as an infant-toddler and/or special needs educator.

### 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 child 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 200 hours of supervised practice experience

child care facility.

## Questions?

## Contact

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



for each stream, students apply their knowledge and skills while working with children who require additional supports, 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 leadership responsibilities in early childhood programs.

## Career Opportunities

The Early Childhood Care & Education diploma is designed to prepare graduates for work with infants and toddlers, children of varying abilities, and their families. Graduates practice in a variety of early learning settings.

Graduates applying for their licence to practice should forward their official college transcript, along with their application, to:

Early Childhood Education Registry  
Ministry of Children and Family Development  
PO Box 9965 STN PROV GOVT  
Victoria BC V8W 9R4  
Toll Free: 1-888-338-6622   
In Greater Victoria: (250) 356-6501   
Email: [eceregistry@gov.bc.ca](mailto:eceregistry@gov.bc.ca)  
Web: [www.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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

When an applicant meets some, but not all, learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). Students will be required to register in the course and pay full tuition but their workload would be reduced. Note that eligibility for this process will be granted on an individual

basis by the department. Students must apply one semester in advance of the course start date. For more information please contact the program Department Chair.

## Practice Experience

Practicums are an essential component of the early childhood education program, and give students the opportunity to put their theory and knowledge into practice under the direction of qualified early childhood educators. Students are placed for their practicums in consultation with faculty, and are responsible for their own transportation to and from practicum settings. Please note, it may be necessary to complete a practicum outside of your community.

## 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. A Criminal Record Check. The form 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 level of academic theory and practical application
- 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

### **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.

# Educational Assistant / Community Support Certificate

## Program at a Glance

*10-month Human Services certificate*

**Tuition:** [\\$3,105 approx + fees/equipment](#)

**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)

## HIGHLIGHTS

### 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.** You will have the opportunity to develop professional networks and an extensive knowledge of local community resources. Gain 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 to examine and understand social issues pertaining to disabilities. 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

## Practice Experience

Students will gain extensive practice experience throughout the ten-month program. Practice experience placements are offered 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.

## 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 for registering 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. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Completed *Human Services Intake Package*.
3. Completed resume including all employment, volunteer, and educational experience.

### Admission Requirements for the upcoming 2015/16 Academic Year are as follows:

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.
4. 300 word [HSW Letter of Intent](#) for coming into the program and career goals.

### Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to [www.nic.bc.ca/services/aboriginalservices](http://www.nic.bc.ca/services/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

### 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). 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.

## CURRICULUM

### Program Requirements

- ENG 115 Essay Writing and Critical Analysis **or** ENG 125 Composition and Indigenous Literature I
- HSW 152 Foundations of Human Service Practice
- HSW 164 Foundations of Community Support
- 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 250 Human Development from Conception through Childhood
- PSY 251 Human Development from Adolescence through Adulthood
- SSW 121 Interpersonal Communications
- HSW 174 Human Service Practice Experience II

### Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all certificate courses (HSW, SSW, PSY 250 and PSY 251) to be promoted from one term to the next term. A student who fails any course in the program cannot progress until the course is passed. ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a 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 course, re-entered the program and successfully repeated the failed course, and then fails another

course, will be removed entirely from the program and can only re-enter by through the admission process. Please note that the student may be required to begin at term one of the diploma year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. Students who fail a course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document. Failure to adhere to these standards may result in the student being required to leave the program.

## Human Services

# Educational Assistant / Community Support, Indigenous Focus Certificate

## Program at a Glance

*10-month full-time, or 20-month part-time Human Services certificate*

**Tuition:** [\\$3,380 approx + fees/equipment](#)

**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 valuable careers

## HIGHLIGHTS

### Why Choose North Island College?

- **Be prepared.** A combination of university studies 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

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)

months of full-time study, or over 20 months of part-time study. The full time option contains three terms, and the part time option contains five.

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 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.

## Work Experience

Students will gain extensive practice experience throughout the program. Practice experience placements are offered 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. 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

## 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 for registering in PSY 250/251. If graduates choose to work towards a degree, they may be required to complete PSY 130/131.

HSW 176 and 177 are not university transferable and students planning on continuing on to degree programs may be required to take PSY 250/251.



If students wish to reduce their workload, they can take English 115 or 125 before entering the program.

## Admission Requirements

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Completed *Human Services Intake Package*.
3. Completed resume including all employment, volunteer, and educational experience.

### Admission Requirements for the upcoming 2015/16 Academic Year as follows:

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.
4. 300 word [HSW Letter of Intent](#) coming into the program and career goals.

## Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to [www.nic.bc.ca/services/aboriginalservices](http://www.nic.bc.ca/services/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

## To Be Successful

- All students are required to adhere to the program expectations document and the standards outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc). The student is encouraged to review these documents 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 counsellor.
- 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 into a university degree program in education or child and youth care are advised to ensure that their elective choices are university transferable.
- Students must complete a Non Violent Crisis Intervention Workshop offered during the program.

## CURRICULUM

### Program Requirements

- 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



- 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
- FNS 160 First Nations Education: Traditional and Contemporary
- PSY 250 Human Development from Conception through Childhood; **and**  
PSY 251 Human Development from Adolescence through Adulthood
- OR**  
HSW 176 Human Development: 0-12 Years of Age; **and**  
HSW 177 Human Development: Adolescence Onward
- HSW 174 Human Service Practice Experience II

## Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all certificate courses (HSW, SSW, PSY 250 and PSY 251) to be promoted from one term to the next term. A student who fails any course in the program cannot progress until the course is passed. ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a 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 course, re-entered the program and successfully repeated the failed course, and then fails another course, will be removed entirely from the program and can only re-enter by through the admission process. Please note that the student may be required to begin at term one of the diploma year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean.

Students who fail a course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document. Failure to adhere to these standards may result in the student being required to leave the program.

## Program at a Glance

*1-year diploma, post Education Assistant/Community Support certificate*

**Tuition:** [\\$3,195 approx + fees/equipment](#)

**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)

## HIGHLIGHTS

### 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.

The human services department continually explores the possibility for new course work in emerging areas of study, 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. Human Service diploma students are placed in a variety of settings including, but not limited to, agencies that support families and individuals who are struggling with financial or family interaction issues, violence or addiction issues, or mental health issues. Students interested in Education and community support or Behaviour Interventionism will be provided with practice placements relative to these fields. 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 holistic approach to education, and many students report that gaining related work experience was helpful in obtaining employment following graduation. 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

the program Department Chair.

## 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: Criminal record checks are valid for five years; previous NIC students may not need to resubmit this form.

### Admission Requirements

1. Completion of an Education Assistant/Community Support Certificate **or** Education Assistant/Community Support Certificate, Indigenous Focus **or** equivalent Human Services Certificate within the last 5 years with a minimum C (60%) in each course.
2. Applicants with credentials older than 5 years or from another institution are required to have a minimum C (60%) in each course; complete a human service diploma intake package, and a resume including all employment, volunteer, and educational experience.

#### Admission Requirements for the upcoming 2015/16 Academic Year as follows:

1. Completion of an Education Assistant/Community Support Certificate or Education Assistant/Community Support Certificate, Indigenous Focus or equivalent Human Services Certificate within the last 5 years with a minimum C (60%) in each course.
2. Applicants with credentials older than 5 years or from another institution are required to have the following:
  - a) Minimum C (60%) in each course.
  - b) Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
  - c) Signed [Human Services Requisite Skills and Abilities](#) document.
  - d) 300 word [HSW Letter of Intent](#) for coming into the program and career goals

### 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.
- 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

5 courses totaling 15 credits chosen from:

- SSW 120 Foundations of Social Work Practice
- SSW 122 Social Welfare In Canada
- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level HSW courses

#### Plus

- HSW 250 Advanced Practice Experience

**Plus** 5 courses totaling 15 credits chosen from: Any English, Humanities, or Social Sciences courses that transfer to BC degree granting institutions.

### Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all core (HSW, SSW and PSY 250 and PSY 251) courses to be promoted from one term to the next term. A student who fails any core course in the program cannot progress until the

course is passed. University Transfer and ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a core course, 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 of the diploma year.

A student who has failed a core course, re-entered the program and successfully repeated the failed core course, and then fails another core course, will be removed entirely from the program and can only re-enter by through the admission process.

Please note that the student may be required to begin at term one of the diploma year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean.

Students who fail a core 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.

4. All students are required to adhere to the program expectations document and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in the student being required to leave the program.

Human Services

## Social Service Diploma

### Program at a Glance

*2-year diploma*

**Tuition:** [\\$3,195 approx per year + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September

- Train for a rewarding social services career helping people in your community.
- Workplace practicums expand your professional experience.
- Earn transfer credit towards social work or child and youth care degree

## HIGHLIGHTS

### Why Choose North Island College?

- **Study abroad.** Social Services diploma students may choose to participate in an international placement during their second year, demand permitting. Earn a locally recognized credential and study abroad!
- **Want to go further?** Earn transfer credit toward degrees in child and youth care as well as bachelor of social work programs throughout BC.
- **A dynamic, caring community.** Participate the Global Learning Initiative and other community projects, which foster a sense of community through local events, volunteer work, and learning about global issues.
- **Be prepared.** Prepare for employment or continuing studies with a combination of university transfer and skill-based courses. Gain experience in your chosen field with supervised practice experiences.
- **Get connected.** Develop professional networks and gain an




programs throughout BC.

**Career possibilities:** Graduates work with individuals accessing services from agencies 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)

extensive knowledge of community resources. Graduate with 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 the Vancouver Island Collaborative Agreement, which ensures high quality instruction, programming, and transferability throughout BC. The Social Services diploma links with Vancouver Island University, Camosun College, Royal Roads University, and the University of Victoria, and students are able to earn transfer credits towards social work or child and youth care degree programs. NIC's Human Services Department also works closely with community agencies to ensure that course content is current, relevant, and valued by employers in the field.

Social service students at NIC will be exposed to a variety of community agencies 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 program and community development.

Using an anti-oppressive feminist framework, the first year includes a number of specific courses in interpersonal communications, social work practice, social policy, and advanced interpersonal communications. It also includes university studies classes which can be chosen from a variety of different areas, including but not limited to, sociology, psychology, criminology, history, women's studies, First Nations studies, and equity and social justice to name a few. At the end of the first year, students carry out a seven-week practicum 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 provide students with agency- and faculty-supervised, on-the-job training at a community service agency. Weekly seminars provide additional learning and connection of theory with practice. Social Service diploma students are placed in a variety of settings 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. 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 holistic approach to learning, and many students report that gaining related work experience while pursuing their education was helpful in obtaining employment afterwards.

## Career Opportunities

Graduates work with individuals accessing services from agencies 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

## 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 Human Services career. 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 150 and 250 practicums.

- 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 for registering in PSY 250/251. If graduates choose to work towards a degree, they may be required to complete PSY 130/131.

## Admission Requirements

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Completed Social Services Intake Package.
3. Completed resume including all employment, volunteer, and educational experience.

### Admission Requirements for the upcoming 2015/16 Academic Year as follows:

1. C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.
4. 300 word [Letter of Intent](#) for coming into the program and career goals.

## To Be Successful

- All students are required to adhere to the program expectations document, the 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 these documents 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.

## CURRICULUM

### Program Requirements

## Year 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
- SSW 122 Social Welfare in Canada
- SSW 123 Advanced Interpersonal Skills
- PSY 250 Human Development from Conception through Childhood
- PSY 251 Human Development from Adolescence through Adulthood
- SSW 150 Social Services Practice Experience I

Plus 3 Electives totaling 9 credits\*

## Year 2

8 courses chosen from:

- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level SSW courses

### Plus

- SSW 250 Advanced Practice Experience: Social Services

**Plus 2** Electives totaling 6 credits\*

**\*Note:** Electives to be chosen from English, Humanities, or Social Sciences courses that transfer to BC degree granting institutions.

## Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all core (SSW and PSY 250 and PSY 251) courses to be promoted from one term to the next term. A student who fails any core course in the program cannot progress until the course is passed. University Transfer and ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a core course, 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 core course, re-entered the program and successfully repeated the failed core course, and then fails another core 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 and in consultation with the Dean.

Students who fail a core 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.

4. All students are required to adhere to the program expectations document and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in the student being required to leave the program.

# Activity Assistant Certificate

## Program at a Glance

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

**Tuition:** [\\$2,395 approx \(including books\)](#)

**Where:** Comox Valley

**Starts:** September


- Expand your qualifications and opportunities in the health care field.
- Learn to plan and lead recreational and group activities for seniors with cognitive and physical impairments.
- Make a difference in your community helping seniors engage in an active lifestyle.

**Career opportunities:** Graduates will possess specialized skills and knowledge as activity assistants in a wide range of settings, including intermediate care facilities, assisted living settings, adult day care programs, clients' homes, seniors' centers, or residential group homes.

## Questions?

## Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Learn from the best.** "NIC's program instructor Deb Provencher is well-respected in field of therapeutic recreation. She brings exceptional training, energy, and insight; and her graduates are ready to contribute from day one on the job." Liz Friis, Director of Resident Lifestyle & Community Programs, Glacier View Lodge.
- **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.
- **Professional experience counts.** Practicum experience is an integral part of the program, giving you increased personal confidence, a stronger understanding of client expectations, and direct professional connections in the field.

### Program Highlights

The four-month Activity Assistant program provides specialized professional development for individuals who have previous education and training in health care (LPNs, RNs, health care assistants, home care aides) or community support (education assistant/community support graduates).

The program consists of three core courses as well as two practice experiences:

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

In Activity for Well-Being (HSR 161), students enhance their knowledge of dementia, especially Alzheimer's disease, and learn a wide range of strategies for activity involvement for clients who have cognitive impairments. Course highlights include the fundamentals of program development, client assessment and recreational assessment tools, client-specific goal development, and working with volunteers and family - to name only a few.

In Programming for Individuals with Cognitive Impairments (HSR 162), students expand their knowledge and strategies for therapeutic recreation and program development for individuals with dementia, including how to use a care planning approach and provide effective client-centered programming.

During the program, students also apply their classroom knowledge and skills in two supervised practice experiences, working with adults

in a variety of care settings within the local community.

Upon completion, graduates will possess the specialized knowledge and applied experience to work alongside an activity coordinator in community long-term care settings.

## Career Opportunities

Upon completion of the program, graduates are qualified to work under the direction of an activity coordinator to lead group activities and recreational programs in a variety of settings, including intermediate care facilities, assisted living settings, adult day care programs, clients' homes, seniors' centers or residential group homes.

## Class Times / Dates

This four-month part-time program will take place from September to December 2014 at the Comox Valley campus.

## ADMISSION

### Before Classes Begin

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

- Current CPR C certificate
- Submit a Criminal Record Check form, which will be sent to you by Admission once you are offered a seat in the program.
- Submit a completed immunization form, which will be sent to you by Admission once you are offered a seat in the program.  
This form should be validated by the public health nurse at your local health unit and must be presented to the Activity Assistant Instructor on the first day of classes.
- Hold a Food Safe Level 1 certificate (TFS 010)

## Admission Requirements

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

## CURRICULUM

### Program Requirements

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

**Note:** Students must complete all courses in the program within the

same term.

## Completion Requirements

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

# Bachelor of Science in Nursing Degree

## Program at a Glance

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

**Tuition:** [\\$3,530 approx per year  
\(averaged\) + fees/equipment](#)

**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 National Council Licensure Examination for Registered Nurses (NCLEX-RN) and qualified to pursue graduate studies.

**Career possibilities:** Graduates are well prepared to provide direct care and care coordination as part of a team in urban and rural settings, including hospitals, long-term care facilities, research institutes, correctional facilities, schools, workplaces, and community health agencies.

## Questions?

## Contact

Student Services

## HIGHLIGHTS

### 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 and housing and transportation fees are more affordable than in other urban centres.
- **A dynamic, caring community.** As a student in the BSN program, 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 five post-secondary institutions offering the same nursing curriculum leading to a Bachelor of Science in Nursing degree. Partner sites include the Vancouver Island University, Selkirk College, College of the Rockies, and Aurora College in the Northwest Territories. This collaboration also makes transfer among partner sites possible depending on seat availability.

The program centers on nursing for individuals, families, communities and society, and promotes critical thinking in students to 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.



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

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. Student 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 that may include hospitals, seniors' organizations, schools, industry, and community health centres.

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

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR

before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

## Practice Placements

Practice experiences in a variety of health agencies in the North Island region are essential to learning in the BSN program. While the majority of practice placements take place in the Comox Valley or in Campbell River, it is increasingly necessary to utilize agencies in other North Island regions such as Port McNeill, Port Hardy, Alert Bay, Bella Coola, Tofino, Powell River, and Port Alberni. Students may be asked to attend practice in any of these areas and must arrange their own transportation/accommodation and at their own 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.

## Transfer Student - Seat Availability

Students seeking to transfer from a partner site into the CAEN-BSN program at North Island College are required to submit official transcripts and sign a consent authorizing release of confidential information such as performance appraisal summary sheets and practice tracking records between institutions. 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

Students wanting to decrease their course load in the first year of the BSN program may take up to six courses for credit towards their nursing degree before beginning the program. Some prospective students combine these courses with needed upgrading. The courses are: two 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 - see [www.bctransferguide.ca](http://www.bctransferguide.ca)). This can significantly reduce your workload in the first year of the program.

It is strongly recommended that students choose ENG 117 as one of their two English electives. The other two options for your first English are ENG 115 or ENG 125. Options for a second English include ENG

120, ENG 121, ENG 126 and ENG 160.

Please note that credit will not be given for:

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

It is recommended that BSN students choose electives that are relevant to their 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, students are required to:

- 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.
- 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.
- Submit a completed immunization form. This immunization form

will be sent to you by admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit. This form must be presented to the BSN program support assistant on the first day of classes. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.

- Submit a Criminal Record Check permission form so that the college can get your Criminal Record Check done. Admissions will send you this form when you are offered a seat in the program.
- 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

### Admission to the BSN Program

The Bachelor of Science in Nursing program has moved to a new admission process. This new process combines a questionnaire of short answer questions, encouraging potential students to highlight their values and attributes reflective of professionalism and philosophies of the CAEN Curriculum, as well as GPA (based on program prerequisites). The applicant will be provided the questionnaire once they have submitted their application and transcript/and or completed an assessment. The 8 question questionnaire will ask the applicant to respond to questions such as:

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

The academic prerequisites required for admission remain unchanged. The number of qualified applicants normally exceeds the number of seats available therefore fulfillment of the minimum admission requirement will not guarantee admission. If unsuccessful in the annual intake, applicants will be required to reapply the following year in order to be considered for the next intake. Applications will not be held from year to year.

Please note, NIC currently has enough applicants on the waitlist under the current admission system to fill all seats for 2015 and likely 2016.

**We will announce on the website in January 2016 when we anticipate opening applications for the next intake.**

For information regarding the CAEN curriculum: [www.caen.ca](http://www.caen.ca)

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

## Option A: Bachelor of Science in Nursing Degree

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

1. Grade 12 or equivalent (completing all the prerequisites below is considered by NIC BSN program as Grade 12 equivalent)
2. C+ in Biology 12 or 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 096, ENG 098, ESL 090 or an English assessment.
5. C+ in Principles of Math 11, Applications of Math 12, PreCalculus 11, Foundations of Math 12, 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.

In addition to fulfilling the academic admissions requirements listed above, a prospective student must:

### 1. **New students:**

Complete the CAEN- BSN Program Application Package – Option A (under review). Accepting applications in October 2015 for September 2016 intake.

Complete a questionnaire that asks the applicant to respond to questions such as:

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

Applicants will be provided the questionnaire once they have submitted their application and transcript/and or completed an assessment.

### 2. **Transfer Students:**

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](#).

Applications will continue to be accepted for Transfer students.

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.

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

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

Prospective students must meet the following academic prerequisites:

1. Submit transcripts from Diploma School of Nursing and other educational institution attended.
2. Submit verification of nursing registration status from CRNBC.
3. Complete NUR 345 at the University of Victoria or Thompson Rivers University Open Learning.
4. See the BSN Program Academic Advisor re: program planning.
5. 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. Applications will continue to be accepted for Transfer students.

Note: Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability. Some prospective students may be required to have an interview at the discretion of the department chair or designate. The interview is designed to assist students in making an informed decision about pursuing a nursing career.

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

This option is designed to allow Licensed Practical Nurses to access Term 4 of the Bachelor of Science in Nursing program. Students choosing this option proceed to degree completion by completing five academic terms and 2 consolidated practice experiences.

Prospective students must meet the following academic requirements:

1. Submit official transcripts from PN Program and other educational institutions attended.
2. Submit verification of registration status from CLPNBC.
3. C+ in one of Principles of Math 11, Applications of Math 12, Precalculus 11, Foundations of Math 12, NIC MAT 053 or a Math assessment test.
4. \*C in ENG 115 or ENG 117
5. \*C in BIO 160/161 and 260
6. \*C in NUR 170 and NUR 173 from either NIC or VIU.
7. 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. Applications will continue to be accepted for Transfer students.

\*C is minimum requirement in any one course but the cumulative average of all 6 courses must be 65% or better.

Note: Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability. Some prospective students may be required to have an interview at the discretion of the department chair or designate. The interview is designed to assist students in making an informed decision about pursuing a nursing career.

### **Priority Admission for Aboriginal Applicants**

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

The three designated seats for aboriginal students will be filled using the new admission process. Once the designated aboriginal seats have been assigned, remaining priority admission applicants will be considered as part of the regular admission process. Check back in the Fall for updated information on our new admission process and the new intake package. Please note that NIC currently has enough self-declared aboriginal students on the waitlist under the current admission systems to fill all seats for 2014 and likely 2015. We anticipate opening applications in October 2015 for September 2016 intake.

For more information please refer to [www.nic.bc.ca/aboriginalservices](http://www.nic.bc.ca/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

Students interested in transferring from CAEN Partner sites may still use the Transfer from CAEN Partner Site Application Package. Students who are transferring from non-CAEN site may use the Transfer from Non-CAEN Partner Site Application Package.

## To Be Successful

- Students will participate in online learning and will be required to submit typewritten essays and papers as part of course requirements. As a result, basic computer literacy and internet access are necessary.
- In order to enrol in BIO160/161, English, and/or elective courses prior to starting the nursing program, students must 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 BSN 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 BSN 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: (Option A & C) 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 & C): 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), maintaining a cumulative grade point average of 2.33 (65%) over the year, and pass each nursing practicum. Practice experiences within the curriculum are a vital part of learning. Attendance is required in all practice courses. Students that miss more than 10% of a practice experience may be 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, based on seat availability. A student who fails a required BSN 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 BSN 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 and in consultation with the Dean. 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. 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.
4. 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 options. They must choose one of ENG 117, ENG 115 or ENG 125. It is strongly recommended that they take ENG 117. For the second English course, students must choose one of ENG 120, ENG 121, ENG 126 or ENG 160. 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 117, 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.

**Option C:** Students complete ENG 115 or ENG 117 before entry into the BSN program and then need to complete a second English course. Options include ENG 120, ENG 121, ENG 126 and ENG 160. Please note that credit will not be given for ENG 115 and ENG 117, ENG 115 and ENG 125 or ENG 117 and ENG 125. It is also recommended that all English courses be completed by the end of their second year in the nursing program. Option C students must also complete two general electives at the 100 or 200 level.

5. The CAEN-BSN program at North Island College and its partner sites must normally be completed within seven years from a student's entry to Year One of the program for Option A, and within six years for Option B and C.

6. **Option B:** Students must maintain active CRNBC registration.  
**Option C:** Students must maintain active CLPNBC registration.

## First Aid & CPR Training

### Program at a Glance

*WorkSafeBC and Red Cross  
certified education and training*

### HIGHLIGHTS

#### Why Choose North Island College?

- **Experience matters.** North Island College has over 15 years of experience developing and implementing responsive first aid

**Tuition:** [Varies by course. Call 1-800-715-0914 local 5005 for details.](#)


**Where:** College Wide


**Starts:** Monthly

- Increase your qualifications and job opportunities with first aid certification.
- First aid training can reduce your risk of personal and workplace injury by 40-45%.
- Choose from over 30 courses, including Occupational First Aid Levels 1, 2 & 3, Marine, CPR Level C, and more.

## Questions?

### Contact

250-334-5005 

1-800-715-0914  ext. 5005

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

programming in Vancouver Island communities.

- **Options and flexibility.** Classes are offered days, evenings, and weekends across the North Island to meet your needs.
- **Training Services.** Staying competitive in today's changing market means continually updating skills. Our first aid courses provide cost effective solutions and quality training to bring out the best in your people and business.

## Which Course is Right for You?

### WorkSafeBC

If you require a first aid course that meets WorkSafeBC (WSBC) requirements, refer to the Health and Safety Regulations (Part 3) available at the [WorkSafeBC website](#) to determine first aid requirements pertinent to your workplace. All WSBC courses offered at NIC are listed as Occupational First Aid (OFA) courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC trades, technical, and tourism programs are listed as OFA courses.

If the course you require does not need to meet WSBC specifications, then a first aid and/or cardio-pulmonary resuscitation (CPR) course may be appropriate. Check with your employer to determine their expectations. For example, if you work in the day care field, the Day Care Licensing Board should be able to advise you. First aid courses offered through NIC are listed as FAC courses and CPR courses are listed as HRT courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC health and human services programs and marine training are listed as FAC courses.

### General Interest

If you are looking for a course to take for your own general interest and knowledge, a basic first aid course with CPR such as Standard First Aid (FAC 021), Emergency First Aid (FAC 020), or even a Childcare First Aid (FAC 010) may be appropriate. Should you feel these courses cover more than you are looking for, then one of our CPR courses, such as CPR Level C with AED (HRT 011) may meet your needs.

### BC Ambulance Level

If you are interested in working with the British Columbia Ambulance Service, or would like a higher level of training than OFA Level 3, we offer Emergency Medical Responder (AET 020).

### Still not sure?

If you need more help to determine an appropriate course, contact the First Aid department for assistance in making the choice most suitable for your needs.

**Note:** All first aid and CPR courses include signs, symptoms, and action required for critically ill persons; accessing the Emergency Medical System; breathing and circulatory emergencies; and treatment for conscious and unconscious choking persons. All CPR courses meet the Canadian Heart Foundation Standards.

## 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, and Port Hardy. To browse upcoming courses and schedules, visit the [Continuing Education Course Search](#).

### First Aid Courses

- AET 020 Emergency Medical Responder
- FAC 010 Child Care First Aid
- FAC 012 Canadian Red Cross Babysitter's Course
- FAC 015 Red Cross First Responder
- FAC 020 Emergency First Aid with CPR Level C
- FAC 021 Standard First Aid
- FAC 023 First Aid Instructors "Recertification" Course
- FAC 024 First Aid Instructors Course
- FAC 025 Instructor Transfer Course
- FAC 082 Marine Basic First Aid With CPR C
- FAC 084 Marine Advanced First Aid & CPR
- FAC 091 PeopleSavers Level 1
- FAC 092 PeopleSavers Level 2
- FAC 093 PeopleSavers Level 3
- FAC 094 PeopleSavers Level 4
- HRT 010 Heartsaver (CPR Level A)
- HRT 011 CPR Level C with AED
- HRT 015 Health Care Provider (CPR Level HCP)
- HRT 017 CPR Level C and Health Care Provider - Recertification
- HRT 030 CPR Instructors Course
- HRT 031 CPR Instructors "Recertification" Course
- OFA 001 WHMIS General
- OFA 010 Occupational First Aid Level 1
- OFA 015 Transportation Endorsement
- OFA 020 Occupational First Aid Level 2
- OFA 030 Occupational First Aid Level 3
- OFA 031 Occupational First Aid Level 2 or 3 Practice
- OFA 032 Occupational First Aid Level 3 Renewal
- OFA 033 Paramedic in Industry Practical Workshop
- OFA 050 Occupational First Aid Level 1 Instructor Training

# Health Care Assistant Certificate

## HIGHLIGHTS

### Why Choose North Island College?

- **Respected credentials.** Health care programs at NIC are well

Program at a Glance

*27-week certificate in Comox Valley; 36-week certificate in Port Alberni*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**Where:** Comox Valley, Port Alberni

**Starts:** August & January Comox Valley; September 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)

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.

- **Graduates say:** "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.

## 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

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

## ADMISSION

### Before Classes Begin

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

- Hold a current Standard First Aid with CPR HCP (FAC-062);  
**or**  
Hold a current Health Care Provider CPR certificate (HRT-015)  
**and** a current Standard First Aid certificate (FAC 021).

Note: If taken at an institution other than North Island College, it is the student's responsibility to ensure compatibility of courses between institutions. Please consult a NIC Education Advisor for information on course compatibility with other institutions.

- Submit a Criminal Record Check form, which will be sent to you by Admissions once you are offered a seat in the program.
- Submit a completed immunization form, which will be sent to you by Admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit and must be presented to the Health Care Assistant program faculty on the first day of classes.  
Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.



- Hold a Food Safe Level 1 certificate (TFS 010)
- 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. Submit signed documents entitled:

- [HCA Health Information Bulletin](#)
- [HCA Program Information Bulletin](#)

2. English Requirements:

To be accepted into a recognized BC HCA program, applicants are required to demonstrate proficiency in English. Please complete the following [Declaration of English Language Competency Requirements for Health Care Assistant form](#).

## Native English Speakers

Applicants must provide proof of education in an English-speaking environment (a country with English language systems/institutions) for a minimum of seven years or have been educated in an English-speaking environment for four consecutive years at the secondary or post-secondary level, submit proof of one of the following:

1. Completion of English 11 or English 052 with a C+, or equivalent.
2. Canadian Achievement Test (CAT) 4, with a placement at English 098.

## Non Native English Speakers

For applicants who have not been educated in an English speaking environment (a country with English language systems/institutions) or who have been educated in an English speaking environment for less than seven years, submit proof of one of the following:

1. Canadian Language Benchmark Placement Test (CLBPT): test must be within the last six months: scores as follows: Listening 7, Speaking 7, Reading 6, and Writing 6. This test is offered at North Island College in the English Language Program.
2. The Test of English as a Foreign Language (TOEFL): test must be within the last two years, IBT only. Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing.
3. International English Language Testing System (IELTS): Academic or General—test must be within the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing.
4. Canadian English Language Proficiency Index Program (CELPIP) Test must be within the last two years. Academic or General – Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing.
5. Canadian Academic English Language Assessment (CSEL): Test must be within the last two years. Overall score of 60, with no section less than 50.

B) Completed HCA Intake Package. Carefully read the Health and Program Information Bulletins. Prospective students must review these bulletins and decide whether they believe the HCA program is suited to them. Prospective students who have questions or concerns should contact an Educational Advisor.

## Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to [www.nic.bc.ca/aboriginalservices](http://www.nic.bc.ca/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

## To Be Successful

- Basic computer literacy and internet access are necessary. Students must access all course manuals via Blackboard Learn, the college's on-line learning platform, and use computer skills to access resources during coursework. Electronic documentation is also used in the practice setting. Students are expected to have the following:
  - 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.
- A valid driver's license and access to personal transport is strongly recommended for the HCA 145 Home Support Practicum and other practice experience components. Students who are not able to provide their own transport may have difficulty meeting the requirements of these clinical practice courses.
- It is an expectation of the Health Care Assistant 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 all college policies and regulations.

## CURRICULUM

### Program Requirements

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

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

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

## Completion Requirements

1. The HCA certificate must be completed within 2 years of admission to the program.
2. To successfully complete the program, students must achieve 70% or better in each course.
3. Successful completion of the appropriate HCA theory courses is required to progress into the practice experience.
4. A student who has failed a course, re-entered the program, repeated it and passed, and then fails another course will be removed entirely from the program and can only re-enter by going through the admission process and beginning at term one.

Re-entering the program is dependent on an available seat and at the discretion of the health care assistant department and in consultation with the Dean. Students who fail a required course may be asked to complete a learning assessment prior to being considered for re-admission. These regulations are important to ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.

5. Students are required to adhere to program professional conduct requirements as outlined in the HCA program manual. Failure to adhere to these program expectations may result in the student being required to leave the program.

# Hospital Unit Clerk Certificate

## Program at a Glance

*8-month certificate*

**Tuition:** [\\$4,225 approx + fees/equipment](#)

**Where:** Campbell River

**Starts:** September

- Develop the practical skills and knowledge needed as a unit clerk, from medical terminology and transcription to hospital organization and administrative support.
- Workplace practicums give you first-hand experience and applied training in the field.

**Career possibilities:** Hospital unit clerks play a vital role in managing

## HIGHLIGHTS

### Why Choose North Island College?

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


### Program Highlights

The eight-month Hospital Unit Clerk certificate is suited for anyone seeking entry-level employment, as well as those currently employed in the health care field wishing to upgrade their skills. The program is offered evenings beginning in the fall term and concluding in the

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

summer term, and involves self-directed home study and practicums. Students must complete all of the courses in the program within this time frame.

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:

- Submit a Criminal Record Check permission form, which will be sent to you by Admissions.
- Complete the Immunization form, which will be sent to you by Admissions. This form will be sent to you by Admissions, and must be validated by a public health nurse at your local health unit and must be submitted on the first day of class. The test must indicate Rubella IgG reactive and Varicella immune status.

### 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. Contact the nearest NIC Campus to book your typing test.
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.
- 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
- HUC 101 Anatomy, Physiology & Medical Terminology
- HUC 103 Introduction to Pharmacology
- HUC 104 Non Clinical Management of the Nursing Unit
- HUC 105 Unit Clerk Procedures & Observation
- HUC 106 Unit Clerk Practicum

### Completion Requirements

- Students must achieve a grade of 75% or better in each course; and pass the practicum course.

# Practical Nursing Diploma

## Program at a Glance

*2-year diploma, full-time*

**Tuition:** [\\$4,925 approx per year + fees/equipment](#)

**Where:** Campbell River, Port Alberni

**Starts:** Fall 2015 Port Alberni, Fall 2016 Campbell River

- Achieve the professional practice requirements to become a licensed practical nurse (LPN) in BC.
- The Provincial Practical

## HIGHLIGHTS

### Why Choose North Island College?

- **Diverse experience.** During your practice experience, your first-hand interaction with patients, clients, and agencies in the Central and/or 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 experiences.
- **A close-knit community of support.** With only 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


Nursing 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)

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. **Adults 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 six-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 seven 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. LPN practice is governed by the Health Professions Act and practitioners 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.

## Transfer Credit & Credit For Prior Learning

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

Students with previous life, work, or study experience unassociated with formal education may qualify for prior learning assessment and recognition (PLAR). Students demonstrate how their knowledge and skills meet the objectives for selected courses up to a maximum of 50% of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75% of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program Department Chair.

When an applicant meets some, but not all, learning objectives in a course(s) the assessment process may result in an exemption from



some portion of the course(s). Students will be required to register in the course and pay full tuition but their workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. Students must apply one semester in advance of the course start date. For more information please contact the program Department Chair.

## 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 096, ENG 098, ESL 090, or equivalent, or a B+ in Communications 12, or successful assessment testing.
3. Minimum C in Principles of Math 11, or Foundations 11, or Pre-calculus 11, or Applications of Math 12, or 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.

### Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to [www.nic.bc.ca/aboriginalservices](http://www.nic.bc.ca/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

## 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:

- Basic computer literacy and internet access are necessary. Students must access all course manuals via Blackboard Learn, the college's on-line learning platform, and use computer skills to access resources during coursework. Electronic documentation is also used in the practice setting. Students are expected to have the following:
  - 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.
- 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 evaluation's intent 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 immediate remedial help.
- A valid driver's license and access to personal transport is strongly recommended for practice experience components. Students who are not able to provide their own transport may have difficulty meeting the requirements of clinical practice 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 and in consultation with the Dean. 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.

# Adventure Guiding Certificate

## Program at a Glance

*8-month certificate*

**Tuition:** [\\$8,615 approx + fees/equipment](#)


**Where:** Comox Valley

**Starts:** September

- Develop certified field skills in sea kayaking, canoeing, sailing, interpretation, leadership, risk management, wilderness first aid, navigation and more.
- Qualify for an exciting and diverse career as a guide in BC's growing adventure tourism industry.
- Earn credit toward NIC's [Tourism & Hospitality Management diploma](#), Business Administration degree or other tourism degree programs in the province.

## Questions?

### Contact

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Experiences you can't get elsewhere.** Vancouver Island is Canada's hub for coastal eco- and adventure tourism. You'll experience a rich variety of coastal, rural and urban environments and be instructed by top industry leaders. You'll explore life-changing wilderness, wildlife, and Aboriginal cultural interactions.
- **Head out and explore!** During your studies, you'll participate in multi-day outings to unique areas like the Discovery Islands, the Gulf Islands and the West Coast of Vancouver Island. You'll be exposed to the same ocean and weather conditions, social dynamics and leadership decisions that a guide would encounter, giving you strong practical knowledge for your future career.
- **Skills for careers, skills for life.** Graduates are ready for immediate year round employment as well as international opportunities. The skills and experiences from the Adventure Guiding certificate are essential for guiding but also relevant for other career paths and useful for many life pursuits.
- **Go further!** The Adventure Guiding certificate can be taken as part of the two-year Adventure Guiding option in NIC's Tourism and Hospitality Management diploma, which will advance your business education and provide further credit toward business degrees at NIC as well as tourism management degrees province wide.
- **Community based training options.** We've had great success delivering tailored modules of this certificate in remote locations away from our North Island College campuses. Ask us about custom delivery for your group.

## Program Highlights

The eight-month Adventure Guiding certificate is designed to give you certified guiding skills for employment across a wide range of recreation and adventure tourism activities, plus an applied tourism education that provides credit toward further studies and opens the door to even more career pathways.

Guiding requires strong leadership, interpersonal, and interpretative skills as well as a high level of expertise and knowledge in specific skill areas. During the program, you'll develop and practice these skills while training in sea kayaking, canoeing, sailing, wilderness first aid, or other field specialties. All courses are highly experiential, giving you the opportunity to progressively build your knowledge and confidence.

Other courses provide a more comprehensive view of the adventure tourism industry, including a focus on sustainability, ethics and cross-cultural skills. This includes learning through Aboriginal tourism interactions as part of guiding on the coast. Course hours are divided between the classroom and the field. Outings include multi-day trips on Vancouver Island's West Coast and exploring the uniqueness of

the Discovery Islands, the Gulf Islands, and other areas. Students will be exposed to a variety of leadership decisions, trip dynamics, and ocean and weather conditions that a guide regularly experiences. Classmates frequently take turns co-leading while instructors provide support, direction, and feedback.

Formal and informal evaluation is ongoing throughout this program. In addition to achieving recognized industry certifications, students receive college grades and credit based on participation, contributions to group learning, presentations, assignments, quizzes, and exams.

Note:

Students may choose to replace the Sailing and/or Canoeing courses with other field specialty options. Students taking TGA 131 & 132 Field Specialty Options may incur additional tuition and equipment costs unless satisfied through credit from previous training and/or certification. Examples of suitable Field Specialty Training can be found in the [BC Provincial Adventure Tourism Certificate Program Core Curriculum \(rev. 2007: p.12\)](#) and include industry certification options across varied environments and guiding contexts. This can include alpine, snow sport, moving water, underwater, fishing, cycling, and hiking training and certification. Some suitable training and certification examples are:

- Swiftwater Rescue Technician
- Raft Operations/Restricted BCROA Guide (Class 2 and under)
- Certified Tidal Angling Guide
- Paddle Canada Instructor
- Ski Instructor (Nordic, Alpine, or Snowboard)
- Avalanche Skills Training
- Rock and/or Mountain Skills Training

Applicants requesting TGA131 or TGA132 instead of TGA105 or TGA107 will be reviewed on a case-by-case basis. TGA 131 or 132 can be accomplished using multiple training courses by a recognized provider in a specific field to satisfy the equivalent of 40 hours training for each of these 2 credit adventure field courses.

## Work Experience

Two-week work placements further prepare students for entering the industry and working in their chosen field and location.

## Career Opportunities

Graduates are qualified for entry-level leadership and guiding positions with sea kayaking companies, resorts, sailboat-based tours, whale and wildlife viewing tour operators, outdoor centres, youth wilderness programs and camps, adventure therapy programs, interpretative centres and other rewarding settings. Graduates are also well prepared with skills relevant for entering other career paths and professions, with many of the most employable skills for today's workplace. Other exciting related career paths include: conservation officer, park ranger, teacher, community recreation programmer, field researcher or assistant (biology, geology, etc.), professional ski patroller, and other marine industries and services.

## Transfer and Degree Pathways

The Adventure Guiding certificate provides transfer credit toward

many adventure, outdoor recreation, outdoor leadership, and tourism diplomas elsewhere in the province.

## Supply List

Gear is an important part of the Adventure Guiding program. You are required to have certain articles of clothing and equipment to participate in field sections of the course. NIC also provides some group equipment. Please review the [supply list](#) document for complete information.

## ADMISSION

### Admission Requirements

1. C+ in one of Provincial English 12, or NIC ENG 060, 096, 098, or ESL 090; or equivalent assessment; and
2. C+ in one of Principles of Math 10, Foundations & PreCalculus Math 10, Apprenticeship & Workplace Math 11, NIC Math 034 or equivalent, or successful NIC Math assessment.
3. Or, permission of the Department.
4. Completed [medical forms](#) and suitable fitness level assessment.

### To Be Successful

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

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

## CURRICULUM

### Program Requirements

#### Field Focused



- TGA 100 Guiding Skills 1
- TGA 101 Interpretation
- TGA 103 Sea Kayaking 1
- TGA 105 Canoeing  
or \*TGA 131 Field Specialty Option 1
- TGA 106 Sea Kayaking 2
- TGA 107 Sailing  
or \*TGA 132 Field Specialty Option 2
- TGA 110 Guiding Skills 2
- TGA 111 Wilderness First Aid
- TGA 700 Work Placement
- NAU 016 Restricted Operator Certificate - Maritime
- TCS 010 WorldHost Fundamentals

### Applied Theory

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

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

### Completion Requirements

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

# Global Tourism & Hospitality Management Advanced Certificate

## Program at a Glance

*8-month post graduate program;  
part-time study options available*

**Tuition:** [\\$ 2,880 approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January, May

- Build on your existing diploma or degree with this post graduate certificate and launch a career in the global tourism and hospitality management industry.
- Gain a solid foundation in the international business

## HIGHLIGHTS

### Why Choose North Island College?

- **Expanding opportunities.** The demand for skilled, creative, and qualified individuals in the tourism and hospitality industry is increasing. The skills you'll learn in the Global Tourism & Hospitality Management advanced certificate program prepare you for a career in a global industry.
- **Instructional and industry support.** NIC's instructors are recognized for their strong hospitality and tourism experience. This program encourages active connections with the local, national and international tourism and hospitality industry.
- **Want to do more?** Further your education and receive credit towards NIC's Global Tourism & Hospitality Management diploma.

### Program Highlights

The post graduate certificate in Global Tourism & Hospitality Management provides those learners who already possess a two-year


practices and key management skills needed in one of Canada's fastest growing industries.

- Earn transfer credit towards NIC's advanced diploma in [Global Tourism & Hospitality](#), degree in [Business Administration](#), or degree programs in BC.

**Career possibilities:** Graduates will find domestic and international career opportunities in all areas of the tourism industry, including hotel and restaurant general management, human resources management, sales and marketing management, convention services management, and hotel revenue and financial management.

## Questions?

## Contact

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

diploma or 3-year degree an opportunity to build on their previous education and experience and launch a career in international tourism and hospitality management.

This program focuses on the business skills needed for supervisors and managers. You will learn the skills necessary to compete effectively in the international tourism industry, including accounting, marketing, events management, communication, and leadership.

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring yours skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

Course work for this post graduate program is entirely at the second- and third-year level, and students will complete the program with advanced skills and knowledge. In addition, courses receive credit towards the Global Tourism & Hospitality Management advanced diploma.

## Career Opportunities

With an advanced certificate in Global Tourism and Hospitality Management, you will be prepared for supervisory and management roles in both domestic and international tourism industries. Depending on previous credentials and work experience, there may be an opportunity for tourism careers in niche markets ranging from the arts to agri-tourism. Career possibilities include, but would not be limited to: professional management in resorts, hotels, restaurants, attractions and other special interest tourism operations.

## ADMISSION

### Admission Requirements

1. Minimum 2 year Diploma or 3 year Degree from a recognized post-secondary institution.  
Including the following:
2. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090, or equivalent assessment; and
3. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT 053; or 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

- BUS 100 Financial Accounting Fundamentals
- BUS 350 Organizational Behavior
- BUS 370 International Marketing
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 238 Services Management and Operations
- THM 300 Global Tourism
- Open Elective (3 credits)
- Elective 300/400 (3 credits)

**Note:** ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160.

### Completion Requirements

The 1 year Advanced Certificate in Global Tourism & Hospitality Management must be completed within 5 years of admission to the program.

# Global Tourism & Hospitality Management Advanced Diploma

## Program at a Glance

*2-year post graduate program;  
part-time study options available*

**Tuition:** [\\$3,005 approx per year \(averaged\) + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January, May

- Use this post graduate diploma to build on past learning and pursue a new career in a global industry.
- Gain hands-on experience, build your confidence, and make business connections

## HIGHLIGHTS

### Why Choose North Island College?

- **Increase your employment opportunities.** Take your existing credentials and add a complete education in tourism management to create unique employment opportunities in the tourism and hospitality industry, one of the world's fastest growing areas of work.
- **Business with a tourism edge.** Combine a solid business education with the practical skills to launch a career in international tourism and hospitality. Study accounting, marketing and management, and gain global industry experience and connections with a four-month internship.
- **Invaluable work experience.** The advanced-diploma program combines in-class learning with actual work experience during a four-month mandatory internship. Work locally or in an international business setting, depending on your career goals


through a mandatory four-month internship in Canada or internationally.

- Continue into NIC's [Business Administration degree](#), or business, tourism, and hospitality degrees across Canada.

**Career Possibilities:** Graduates of this post graduate diploma will be prepared for leadership and management opportunities in all areas of the tourism and hospitality industry, within Canada and globally. Career paths include hotel and restaurant general management, human resources management, sales and marketing management, convention services management, and hotel revenue and financial management.

## Questions?

## Contact

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

and interests.

## Program Highlights

A first in British Columbia, the advanced diploma in Global Tourism & Hospitality Management is designed to provide students with previous diploma and degree credentials with the skills, knowledge and ability to launch a career in international tourism and hospitality management. The advanced diploma is a complete introduction to the world of tourism and hospitality with an emphasis on international business practices.

In your first year, you'll gain a strong foundation in international business practices and key management functions such as accounting, marketing, communication, and leadership. Course work is entirely at the second- and third-year level, and provides advanced skills and knowledge.

In year two, you decide! Choose to specialize in either hospitality or sustainable tourism. Use your electives to study a foreign language, or prepare yourself for transfer into a number of tourism, hospitality, or business degree programs across Canada. Either way, you'll gain skills in human resource, strategic and international business management, Choose from:

**Hospitality Option** 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 service and general business management will enhance your skills and understanding of this dynamic sector.

**Sustainable Tourism Option** Get an overview of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. Explore the relationship between tourism, recreation, and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, convention and 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.

Students in either specialty apply their learning in a business setting and build industry connections through a mandatory four-month internship either locally or in an international business environment. As a graduate of this two-year advanced diploma you will have the confidence and knowledge you need to launch your career in this global industry.

As a graduate of this two-year post graduate program, you will have the confidence and knowledge you need to launch your career in this global industry or continue into a degree at NIC or one of many hospitality, tourism, or business degree programs throughout Canada.

## Career Opportunities

Graduates will be prepared for employment in all areas of the tourism

and hospitality industry, including leadership and management positions in small hotels or large international chains, one of the many ski, golf or beach resorts, restaurants, convention centers and tourism boards. Some may choose to operate their own tourism business, or to work in small or large tourism organizations on Vancouver Island, Whistler, Vancouver, and around the world.

## Transfer Credit & Credit for Prior Learning

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

## About the Tourism Industry

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring your skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

## Internship

A mandatory component of the advanced diploma program is a 4-month internship, either locally or in an international business setting. Internships are either paid or unpaid work terms that integrate academic study and program-related work experience. Hands-on experience will build your confidence, develop your network of contacts, and provide a solid foundation for future employment success. International students will find they gain Canadian work experience in a structured way that would not be possible otherwise, and may be eligible to apply for a three year work visa on completion of the program.

A wide range of internship opportunities are available to choose from, not only on Vancouver Island, but elsewhere in Canada and internationally. Internship staff and program instructors work closely with students to determine how the work terms can best fit each student's individual interests and career goals.

## ADMISSION

### Admission Requirements

1. Minimum 2 year Diploma or 3 year Degree from a recognized post-secondary institution.  
Including the following:
2. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090, or equivalent assessment; and
3. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT 053; or 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.
- It is strongly recommended students take ENG 160 in their first semester of studies. This course focuses on the theories and principles of effective business communication, and provides foundational skills for students in the Tourism & Hospitality program.

## CURRICULUM

### Program Requirements

#### First Year Core Courses

- BUS 100 Financial Accounting
- BUS 350 Organizational Behavior
- BUS 370 International Marketing
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 238 Services Management and Operations
- THM 300 Global Tourism
- Open Elective (3 credits)
- 300/400 Elective (3 credits)

**Note:** ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160.

*Students may exit after Year one with an Advanced Certificate in Global Tourism & Hospitality Management*

- BUS 500 Internship

#### Second Year Core Courses

- BUS 217 Management Accounting
- BUS 255 Human Resources Management
- BUS 380 Globalization and International Business
- THM 222 Entrepreneurship in Tourism or BUS 490 Directed Studies II
- BUS 492 Strategic Management

#### Hospitality Option - Additional Second Year Courses

- BUS 293 Business Simulation



- THM 170 Food & Beverage Service
- THM 250 International Hotel Management
- Open Elective (3 credits)
- 300/400 Elective (3 credits)

### Sustainable Tourism Option - Additional Second Year Courses

- BUS 452 Advanced Topics in Entrepreneurship
- THM 211 Sustainable Tourism
- THM 225 Cross Cultural Tourism
- Open Elective (3 credits)
- 300/400 Elective (3 credits)

### Completion Requirements

This 2 year Advanced Diploma in Global Tourism & Hospitality Management must be completed within 5 years of admission to the program.

# Hospitality Distance Learning

## Program at a Glance

*Distance courses and certificates*

**Tuition:** [\\$295 approx per course + fees/equipment](#)

**Where:** College Wide

**Starts:** Anytime between September and March

- Earn internationally-recognized credentials to start or enhance your career in tourism or hospitality management.
- Choose from 24 self-paced distance courses from the American Hotel and Lodging Educational Institute, each with its own certificate, or combine courses to achieve a specialized credential.
- Maximize your success with one-on-one support from an NIC instructor.

Career possibilities: With certification in specific topics, students will enhance their ability

## HIGHLIGHTS

### Why Choose North Island College?

- Boost your professional qualifications. Advance your existing career by hand-picking tourism and hospitality management courses to enhance your education or work experience. Or pursue a whole new career in the growing tourism and hospitality industry.
- Expand opportunities on your own schedule. The self-paced format means you can fit your studies around your other obligations.
- Access individualized help. NIC instructors offer personalized support to maximize your learning potential from distance courses.

### Program Highlights

NIC has partnered with the American Hotel and Lodging Education Institute (AHLEI) to offer distance courses and certificates that lead to internationally-recognized industry certificates. AHLEI is regarded as an industry standard in 60 countries, so credentials earned through these courses can travel with you.

Your progress is also supported by NIC hospitality and tourism management faculty who will answer questions or suggest supplemental readings or materials to suit your specific interests or needs.

If you are already working within the hospitality industry, you can enhance your existing education by choosing from 24 courses, each with a certificate. If you're interested in honing your management



to be employed and promoted in the tourism and hospitality industry, within Canada or internationally, and pursue a career in hotels, skiing resorts, restaurants, tourism services, or the travel trade.

## Questions?

## Contact

**Deborah Forsyth**

1-800-715-0914 ext. 4350

[deborah.forsyth@nic.bc.ca](mailto:deborah.forsyth@nic.bc.ca)

skills, pursuing a promotion or even a new career direction, you can group individual course credentials into one of the following specialty certificates:

- 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

Each course requires 75 to 100 hours of study. Many students complete the course in a few weeks, however, the amount of time you can allocate to studying will dictate your course length. NIC sets a completion date for four months from the date of registration, which includes ample time to receive your textbook and write your final exam. As faculty support is not available during July and August, registering between September and March ensures you can leverage the best support possible.

The course is distance-based, not online. Although you may send coursework and emails online, you work through the chapters of the course text offline, on your own, or with support of the NIC course instructor. Chapter tests are provided and marked by the NIC instructor and help you prepare for the final exam. The exam can be written at any of NIC's campuses or invigilated at a local campus if you live outside the region.

## 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

**Club Management Certificate**

- TMA 175 Hospitality Supervision
- TMA 285 Contemporary Club Management
- TMA 145 Managing Hospitality Human Resources
- TMA 066 Food & Beverage Cost Control

**And one** course from the following

- TMA 165 Hospitality Facilities Management and Design
- TMA 068 Managing Housekeeping Operations
- TMA 366 Accounting for Club Operations

**Completion Requirements**

Completion Requirements are a 70% passing grade.

# Tourism & Hospitality Management Certificate

Program at a Glance

**HIGHLIGHTS**

**Why Choose North Island College?**

*8-month certificate. Part-time study option available.*

**Tuition:** [\\$2,830 approx + fees/equipment](#)

**Where:** 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 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

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

**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, and be introduced to the various tourism sectors: accommodation, food and beverage, adventure tourism and recreation, events and conferences, transportation, attractions, tourism services, and travel trade.

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 diploma or degree, allowing you the option to further your education.

## Career Opportunities

With a Tourism and Hospitality Management certificate, you'll be prepared to launch a career in restaurants, hotels, resorts, event planning, conferences, fine dining, and casual establishments. If you are currently working in the industry and looking to advance, the skills provided in this program will help you expand your career options. Career possibilities include, but would not be limited to: 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 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT

053; or equivalent assessment.

### **Admission Requirements for the upcoming 2015/16 Academic Year as follows:**

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090; or equivalent assessment; and
2. Completion of Pre-calculus 11 or Principles of Math 11; or C in one of Foundations of Math 11, Applications of Math 11, or MAT 033; or 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.
- It is strongly recommended students take ENG 160 in their first semester of studies. This course focuses on the theories and principles of effective business communication, and provides foundational skills for students in the Tourism & Hospitality program.

## **CURRICULUM**

### **Program Requirements**

- BUS 100 Financial Accounting Fundamentals
- BUS 217 Management Accounting
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications in Business
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resources Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage 1

### **Completion Requirements**

To successfully complete the program, students must pass all courses and attain an overall average of at least 60%.

# Tourism & Hospitality Management Diploma

## Program at a Glance

*2-year diploma; part-time study options available*

**Tuition:** [From \\$2,925 to \\$9,160 approx per year, depending on level + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, January

- Choose from one of four diploma pathway options. Learn about food and beverage and accommodation operations in the hospitality option, focus on sustainable tourism to study the relationship between the tourism industry and the environment, combine the two, or qualify as a guide in B.C.'s growing adventure tourism industry.
- Build your experience through Co-op work placements and access study abroad opportunities with NIC's [Disney International program](#) and exchanges in Hawaii, Utah, or Mexico.
- Earn credit toward NIC's 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?

## HIGHLIGHTS

### Why Choose North Island College?

- **Increase your employment opportunities.** 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.
- **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.** Students choosing the hospitality or sustainable options will have an opportunity to spend their first year getting to know the industry and acquiring some business skills while in year two they can specialize, choosing either to explore international hotel management in the hospitality option or study environmental issues with the sustainable tourism option. Adventure guiding students will spend their first year exploring the outdoors while honing their leadership, interpretative and guiding skills. In year two they will focus on the business skills necessary to manage or own a tourism business while broadening their understanding of the larger tourism industry.

### 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.

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current



## Contact

Student Services

1-800-715-0914 

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

situation, transferring your skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

We recognize that people are central to every tourism business's success, and your interpersonal development while at NIC will be critical to your professional future. That's why, throughout the program, employability skills such as communication, teamwork, leadership and public speaking are strongly emphasized, giving 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 a degree program, here at NIC or at one of many many hospitality, tourism, or business degree programs throughout Canada.

As a student 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. You will also be introduced to the major tourism sectors: accommodation, food and beverage, adventure tourism and recreation, events and conferences, transportation, attractions, tourism services and travel trade.

Each student will have an opportunity to specialize in hospitality, sustainable tourism, a combination of both or adventure guiding. If you choose hospitality or sustainable tourism options you can use your electives to take more sustainable tourism and hospitality courses, to study a foreign language, or prepare yourself for transfer into the third year of a number of tourism, hospitality, or business degree programs across Canada. Choose from:

### Hospitality Option

In Hospitality, you will study international hotel management and develop the skills needed to understand the complexities of managing international hotel operations, identify global ownership and management models, 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 gives you a behind-the-scenes understanding of hospitality management.

### Sustainable Tourism Option

In the Sustainable Tourism option, you will gain an understanding of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. You will explore the relationship between tourism, recreation, and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, special events management, and law provide a broader perspective of the industry, and an international field trip gives you a chance to see it all in action.

### Hospitality & Sustainable Tourism Option

The Hospitality and Sustainable Tourism option is a great choice for students who want to keep their options open. It provides the



broadest understanding of the industry and has the advantage of education pathways into both hospitality and tourism degree programs province wide.

### **Adventure Guiding Pathway Option**

The adventure guiding option is designed for students who wish to have it all – to gain the skills necessary to be an adventure guide working in the outdoors but who also want to gain the business skills necessary to operate or own an adventure business. Students in this option have one year with a balance of relevant hands-on learning in the field plus classroom time focused on essential knowledge and considerations for working across cultures, with environmental sustainability at the forefront, and clear risk management. Their second year develops a more broad understanding of the tourism sectors,

## **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, 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.

Students must complete Co-operative Education Pre-Employment-Seminar (EMP 100) in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM-197) in the spring.

## **Bridge into NIC's Business Degree**

Tourism & Hospitality Management diploma graduates are eligible to bridge directly into NIC's Bachelor of Business Administration degree, [Marketing major](#) and [General Management major](#). Interested students are encouraged to speak with a Student Advisor as early as possible about course requirements and admissions details.

## Degree Opportunities

The Tourism & Hospitality Management diploma provides two full years of transfer credit toward a variety of four-year degree programs, including:

- Bachelor of Business Administration, North Island College (NIC)
- Bachelor of Commerce, University of Victoria (UVic)
- Bachelor of Tourism and Hospitality Management, Mount St. Vincent University (MSVU)
- Bachelor of Applied Management in Hospitality and Tourism, University of New Brunswick (UNB)
- Bachelor of Commerce in Entrepreneurial Management, Royal Roads University (RRU)
- Bachelor of Arts in International Hotel Management, Royal Roads University (RRU)
- Bachelor of Hospitality Management, Vancouver Community College (VCC)
- Bachelor of Tourism Management, Capilano University
- Bachelor of Hospitality Management, Vancouver Island University (VIU)
- Bachelor of Outdoor Recreation and Tourism Management, University of Northern British Columbia (UNBC)

Important: Each university has its own unique deadlines and transfer requirements, such as course prerequisites (particularly for math courses) and grade point averages which must be met. Transfer and degree requirements may also change frequently and without notice. Students interested in pursuing a degree should meet with a Student Advisor to develop a study plan as early as possible.

## Transfer Credit & Prior Learning

The NIC Tourism and Hospitality program accepts transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the BC Transfer Guide 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 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.
3. Adventure Guiding option applicants must also complete the [medical forms](#) and physician's assessment as required for admission to the Adventure Guiding Certificate.

### Admission Requirements for the upcoming 2015/16 Academic

### Year as follows:

1. C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090; or equivalent assessment; and
2. Completion of Pre-calculus 11 or Principles of Math 11; or C in one of Foundations of Math 11, Applications of Math 11, or MAT 033; or assessment.
3. Adventure Guiding option applicants must also complete the [medical forms](#) and physician's assessment as required for admission to the Adventure Guiding Certificate.

### 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.
- It is strongly recommended students take ENG 160 in their first semester of studies. This course focuses on the theories and principles of effective business communication, and provides foundational skills for students in the Tourism & Hospitality program.
- 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 - Hospitality Option

##### - Sustainable Option

##### - Hospitality & Sustainable Option

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- BUS 217 Management Accounting
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resource Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service

Students may exit after Year 1 with a Tourism & Hospitality Management Certificate.

#### **Co-op – mandatory for all students**

Students must complete EMP 100 in the Fall term as a prerequisite to

Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for pt-time students.

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

## Year 1 – Adventure Guiding Option

The Adventure Guiding option is offered on a cost recovery basis and tuition for the field focused skills reflects the cost of delivery and industry certification for each of the field focused courses.

NOTE: This year of the program is contingent on sufficient student demand.

### Field Focused

- NAU 016 Restricted Operator Certificate – Maritime (7 hours)
- TCS 010 WorldHost Fundamentals
- TGA 100 Guiding Skills 1
- TGA 101 Interpretation
- TGA 103 Sea Kayaking 1
- TGA 105 Canoeing
- TGA 106 Sea Kayaking 2
- TGA 107 Sailing
- TGA 110 Guiding Skills 2
- TGA 111 Wilderness First Aid

### Applied Theory

- ENG 160 Effective Organizational Writing
- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law and Ethics
- THM 225 Cross Cultural Tourism

\*Students wishing to exit at this point must take TGA 700 Work Placement (1 credit) in order to receive the Adventure Guiding Certificate.

### Co-op – mandatory for all students

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for pt-time 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 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 238 Services Management and Operations
- THM 250 International Hotel Management

- THM 270 Beverage Theory and Management
- Plus two Electives totaling 6 credits chosen from courses numbered 100 or higher that transfer to a B.C. degree granting institution.

### **Year 2 – Sustainable Tourism Option**

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law & Ethics
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 225 Cross Cultural Tourism
- THM 238 Services Management and Operations
- Plus two Electives totaling 6 credits chosen from courses numbered 100 or higher that transfer to a B.C. degree granting institution.

### **Year 2 – Hospitality & Sustainable Tourism Option**

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law & Ethics
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 225 Cross Cultural Tourism
- THM 238 Services Management and Operations
- THM 250 International Hotel Management
- THM 270 Beverage Management

### **Year 2 – Adventure Guiding Option**

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications in Business
- BUS 217 Management Accounting
- 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 (1 credit)
- THM 170 Food & Beverage 1
- THM 219 Tourism & Hospitality - Year 2 Field Trip (2 credits)
- THM 222 Entrepreneurship in Tourism

### **Completion Requirements**

This is a two year program requiring completion within five years of admission.

# Aircraft Sheet Metal Manufacturing Technician

## Program at a Glance

*5-month certificate*

**Tuition:** [\\$1,525 approx + fees/equipment](#)

**Where:** Campbell River

**Starts:** September


- Learn precision sheet metal skills needed for aircraft repair and manufacturing
- Develop employable skills for work in the exciting field of aircraft manufacturing
- Qualify for new employment in under 5 months

**Career possibilities:** Graduates develop a strong foundation 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)

## HIGHLIGHTS

### Why Choose North Island College?

- **Practical experience.** You will attend classes in a shop that is organized and run to industry standards. The emphasis is on the development of practical skills, and you will 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.

### Program Highlights

The 5 month Aircraft Sheet Metal Manufacturing Technician program will prepare you for entry level careers in the aircraft manufacturing industry. No previous experience is necessary. 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 practice. Shop and classroom instruction are used in combination throughout the program. 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

The Aircraft Sheet Metal Manufacturing Technician Program is a solid option for anyone wanting a quick entry into the aerospace industry, and a rewarding career building and repairing aircraft. This 5 month program prepares the graduate to manufacture the structural components, frames and skins of general aviation aircraft. You will be expected to work to exact tolerances, bending, forming, riveting, fitting, and installing metal aircraft components.

Upon graduation you will be readily employable as an entry-level aircraft assembler or sheet metal technician. Our graduates work locally, throughout BC and Canada, and as far away as Australia. Where do your dreams take you?

### Supply List

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

Students are also responsible for 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. C+ in one of Provincial English 11, Communications 12, NIC ENG 052 or equivalent; or in ESL 052, ESL 055 and ESL 058, or certified CLB 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, A&W 11, Foundations of Math 11, NIC MAT 034, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### **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, 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, and 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 104 Sheet Metal Fabrication
- ASM 106 Sheet Metal Repairs & Damage Assessment
- ASM 107 Surface Preparation & Corrosion Control
- ASM 115 Human Factors
- ASM 123 Tools & Equipment
- ASM 125 Standard & Special Fastener Identification & Installation



# Aircraft Structures Technician (AME-S)

## Program at a Glance

*10-month certificate*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**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 aircraft repair and servicing, aircraft manufacturing, composite component repair, aircraft parts manufacturing and aircraft parts technician.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Practical experience.** You will attend classes in a shop that is organized and run to industry standards. The emphasis is on the development of practical skills and you will be well prepared for entry into the workplace.
- **Exposure to industry.** Students will have the opportunity to interact with employers and industry to learn of the requirements to work in the sector.
- **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 the technical tests required for the Aircraft Maintenance Engineer-Structure (AME-S) licence, plus credit towards the three-year time requirement to complete your AME-S certification.

### Program Highlights

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

Students who successfully complete 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 instructors and staff stay current with industry regulations and demands. As a corporate member of PAMEA, the [Pacific Aircraft Maintenance Engineers Association](#), the program works with aircraft structures engineers and professionals to represent the industry at a national level.

### Career Opportunities

An Aircraft Structures Technician (AME-S) develops an understanding of and is knowledgeable in the fabrication and repair of metal skins

and structures, along with the repair and installation of components made from wood, plastics, and composite construction.

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

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

## Work Experience

Qualified 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. This deposit is not included in the cost of tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

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

### 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, 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, and 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

## HIGHLIGHTS

## Program at a Glance

*30-week certificate*

**Tuition:** [\\$2,135 approx + fees/equipment](#)

**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

Student Services

1-800-715-0914 

[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 provincial Automotive Service Technician (AST) training program. Curriculum concentrates on areas that have been identified by the Automotive Training Standards Organization (ATSO), the BC automotive industry, and the national Red Seal standard as being most important for new employees entering the trade.

NIC 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 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 (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. C in English 10, or NIC ENG 034, or equivalent; or C+ in ESL 051, ESL 054 and ESL 057, or certified CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Applications of Math 11, A&W 11, Foundations of Math 11, NIC MAT 033, or equivalent; or successful NIC assessment testing in Math.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### **Admission Requirements for the upcoming 2015/16 Academic Year are as follows:**

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

### **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

## Program at a Glance

*24-week certificate*

**Tuition:** [\\$1,830 approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** February

- 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.
- Interested in woodwork or furniture design? See [Joinery/Cabinetmaking](#).

**Career possibilities:** Graduates will find employment as apprentice carpenters in residential,

## HIGHLIGHTS

### 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.
- **Great instructors.** NIC Carpentry instructors are qualified and experienced trades people. Employers will recognize your skills and accreditations as a mark of quality.
- **A great head start.** This program will develop hand tool, power tool and machine tool skills and overall carpentry knowledge, including stair and rafter theory and fabrication.
- **World class facilities.** You will practice in one of the best-equipped trades training facilities in the province, and enjoy competitively low tuition rates, while getting a top quality education. Classes in the Comox Valley are held in the LEED® Gold certified trades training facility.

### 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.




commercial, or industrial construction. Types of initial work may include, but would not be limited to, framer, finisher, carpenters' assistant, and home renovation.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

The program follows the BC Provincial Apprenticeship Level 1 program competencies, while also providing significant time for practical hands-on skill development. Successful graduates of the program will receive an NIC Carpentry Foundation certificate.

On successful completion of this program and upon entering into an apprenticeship, graduates are eligible to receive credit for level one technical training and 450 hours of work based credit towards their apprenticeship hours requirement.

## Career Opportunities

Graduates of this program can find employment as apprentice carpenters, in residential, commercial or industrial construction. 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 (optional)
- 8 " High Steel Toe Safety Boots (Shoes)
- Safety Glasses
- Hard hat
- Ear Protection
- Sharp Electronic Calculator # EL-520WBBK or EL-520
- HB pencils
- Highlite marker
- 2-2"Binders and note paper
- Drafting Equipment: Available at the NIC bookstore
  - Set square – 30/60/90 degree, Staedtler 964 16-60
  - Set square – 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

### Personal Tools – Do not purchase until after 1st day of class

- Carpenter Apron
- Tape Measure 25 foot Imperial and 8 meter metric
- Chalk Line & Reel
- 2' Level (optional)
- Nail Puller (cat's paw)
- Rafter Square - steel or aluminum (optional)
- Cross Cut Handsaw - 10 point (optional)
- Utility Knife & Blades
- Speed Square
- Framing hammer

## ADMISSION

### Admission Requirements

1. C in English 10, or NIC ENG 034, or equivalent; or C+ in ESL



- 051, ESL 054 and ESL 057, or certified CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Applications of Math 11, A&W 11, Foundations of Math 11 or NIC MAT 034, or equivalent; or successful NIC Math assessment.
  3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## 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.
- 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.
- 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.
- 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.

# Electrical Foundation

## Program at a Glance

*24-week certificate*

**Tuition:** [\\$1,830 approx + fees/equipment](#)

**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, and utilities.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### 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 a two storey 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 completion of 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 provide even more career opportunities. 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 you with strong technical knowledge while developing the fundamental skills that electricians require.

During the first 8-week block, you gain generic trade skills and knowledge, preparing you for further study. In the second block, which lasts for 16 weeks, you will participate in an enhanced year one Electrical apprenticeship training session. Here, you will develop both the theoretical and practical skills required of a first-year apprentice.

You will 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. You will 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.

On successful completion of this program and upon entering into an apprenticeship, you are eligible to receive technical training credit for Level 1 of the electrical apprenticeship and 350 hours of work-based

credit towards your total apprenticeship hours requirement.

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 construction and servicing. Electricians are currently in high demand with hydro and gas utility providers.

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. The deposit will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

Students are also required to provide the following list of supplies:

### Required

- Calculator (see instructor)
- HB pencils
- Highlighter marker
- 1 set coloured pens or pencils
- Plastic rule – 12"
- protractor
- Binders
- Note paper
- Steel toed above the ankle construction boots (see instructor)
- Non-contact voltage tester (see instructor)
- Hard hat (see instructor)
- Safety glasses
- Text books and learning guides – details provided at NIC Bookstore

### Optional

- Coveralls
- Digital Multimeter CAT III minimum (see instructor)
- 1/4" engineers graph paper (1 pad)

# ADMISSION

## Admission Requirements

1. C+ in one of Provincial English 11, Communications 12, NIC ENG 052, or equivalent; or C+ in ESL 052, ESL 055 and ESL 058 or certified CLB 8; or successful NIC English assessment testing; and
2. Successful completion of MAT 060 or higher, or 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](#).
5. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

**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.
- 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 working on ladders, scaffolding, automated manlifts, or in confined spaces and under various weather conditions, and lifting. Prospective students should also have the ability to stay focused for prolonged periods.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a Student Advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science and drafting are considered an asset.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. 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
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid Level 1

\*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

## Completion Requirements

To pass the program you are required to attain a minimum average of 70% based on a weighted average of all courses.

# Electronics Technician Core Certificate

## Program at a Glance

*9-month certificate*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**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, Canada or the US including NIC's Industrial Automation Technician diploma.

**Career possibilities:** The Electronics Technician Core certificate program follows the International Standard Common Core curriculum for Electronics Technician. Students who complete this certificate take further training in a specialty option to achieve certification as a Technician or Technologist. Graduates are prepared to enter

## HIGHLIGHTS

### Why Choose North Island College?

- **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

Students in the Electronics Technician Core certificate program learn the skills required to repair, maintain, and install electronic circuits and equipment. Hands-on experiments teach students the correct use of tools, test equipment, troubleshooting procedures, and soldering techniques. Students will accumulate 700 hours of hands-on lab time.

Students in the program are eligible to become student members of the Applied Science Technologists & Technicians of British Columbia (ASTTBC). Graduates who complete two years of practical work experience are also eligible to become a CTech or CET member of their province's professional association. 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 a charter member of the International Electronic Technicians Articulation committee. Upon completion of the certificate program, most graduates enter into NIC's Industrial Automation Technician diploma program or transfer to other BC,

second-year of NIC's Industrial Automation program or another second-year specialty at other BC, Canadian or US institutions.

### Questions?

#### Contact

Student Services

1-800-715-0914 

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

Canadian or US institutions.

## Career Opportunities

As a graduate of the Electronics Technician Core certificate, you will be qualified to enter the second year of the Industrial Automation Technician diploma at NIC, or to transfer to other Canadian and US institutions. Second-year specialties lead to a wide range of high-demand career opportunities in 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. NIC's Industrial Automation Technician program has also been accredited by the Canadian Forces, and graduates can gain advanced standing as a naval electronics technician. See [Industrial Automation](#) for more information.

## 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

## ADMISSION

### Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG 052, or equivalent; or in ESL 052, ESL 055 and ESL 058 or certified CLB 8; or NIC English assessment; and
2. C+ in one of Principles of Math 11, Applications of Math 12, Foundation of Math 11, Pre-Calculus 11, NIC MAT 053, or equivalent; or NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### To Be Successful

- A Minimum C+ in Physics 11 or NIC PHY 050, *and* Mathematics 12 or NIC upgrading MAT 060 is 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 Mechanical Foundation

## Program at a Glance

*36-week certificate*

**Tuition:** [\\$3,450 approx + fees/equipment](#)

**Where:** Campbell River

**Starts:** September

- Industry Training Authority (ITA) approved.
- This program introduces a common level of technical training across four heavy mechanical trades, Heavy Duty Equipment Technician, Truck and Transport Mechanic, Diesel Engine Mechanic, and Transport Trailer Technician.
- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification for Heavy Duty Equipment Technician, Truck and Transport Mechanic, and Transport Trailer

## HIGHLIGHTS

### Why Choose North Island College?

- **Career choices.** This program gives you the skills to pursue a career in either a Heavy Duty Equipment Technician, Truck and Transport Mechanic, Transport Trailer Technician or Diesel Engine Mechanic increasing your employability.
- **NIC also offers all four year of apprenticeship technical training for Heavy Duty Equipment Technician.**
- **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 Heavy Mechanical program in the Interprovincial (Red Seal) trade of Heavy Duty Equipment Technician, Truck and Transport Mechanic and Transport Trailer Technician. Diesel Engine Mechanic does not have a Red Seal endorsement.

### Program Highlights

The entry-level curriculum is a base of knowledge that is common in the four heavy mechanical trades listed thus allowing successful graduates to pursue a career in either of the four trades.. To ensure curriculum remains current and relevant for new employees, NIC is advised by an active local industry advisory committee.




Technician. Diesel Engine Mechanic does not have a Red Seal endorsement.

**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

Student Services

1-800-715-0914 

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

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, and using trade-specific software.

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

After completing the Heavy Mechanical Foundation program, you will be prepared to seek a career and apprenticeship in the heavy mechanical trades. Prospective employers include heavy duty equipment dealers, truck and bus dealerships, private truck, bus or equipment repair shops, or logging, mining, oil & gas and construction companies.

## Supply List

NIC is pleased to make tools available to students in exchange for a \$200 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

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. C in Provincial English 11 or NIC ENG 052 or C+ in Communications 12 or equivalent; or C+ in ESL 052, ESL 055 and ESL 058 or certified CLG 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, A&W Math 11, Foundations of Math 11, NIC MAT 033, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant

meets or exceeds the stated prerequisites.

## To Be Successful

- 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

- HMC 100 Safe Work Practices
- HMC 101 Trade Overview
- HMC 102 Process Technical Information
- HMC 103 Tools & Equipment
- HMC 104 Rigging, Lifting & Moving Loads
- HMC 105 Hoses, Fasteners & Fittings
- HMC 106 Welding
- HMC 107 Operate Equipment
- HMC 108 Wire Ropes
- HMC 109 Air & Hydraulic Brake Systems
- HMC 110 Hydraulics
- HMC 111 Diesel Engine Removal & Installation
- HMC 112 Fluids & Lubricants
- HMC 113 Engines & Support Systems
- HMC 114 Gasoline Fuel Systems
- HMC 115 Diesel Fuel Systems
- HMC 116 Electrical Systems
- HMC 117 Drivelines & Final Drives
- HMC 118 Standard Transmissions & Clutches
- HMC 119 Powershift Transmissions & Torque Converters
- HMC 120 Bearings & Seals
- HMC 121 Protective Structures and Undercarriages
- HMC 122 Steering, Suspension & Trailer Gear
- HMC 123 Heating & Refrigeration Systems
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid Level 1
- \*FLO 010 Forklift Operator

\*Note: Students not having current, valid First Aid, WHMIS or Forklift certifications are required to take these courses to meet program requirements. Separate fees will be charged for First Aid, WHMIS and Forklift courses.

## Completion Requirements

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

Note: Curriculum and certifications may be subject to change as mandated by the ITA. Refer to current bulletins on the ITA website [www.itabc.ca](http://www.itabc.ca)

# Industrial Automation Technician Diploma

## Program at a Glance

*9-month diploma, post Electronics Technician Core certificate*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**Where:** Campbell River

**Starts:** September

- Learn to work on a wide range of electronic systems, from motor controls and Programmable Logic Controllers (PLCs) to data acquisition, computer control systems, 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, including interactive field trips.

**Career possibilities:** Career opportunities exist within industries such as renewable energy, oil & gas, mining, manufacturing, pharmaceuticals, forest products, food & beverage, and more.

## Questions?

## Contact

## HIGHLIGHTS


### 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 a wide range of systems, from the simplest fuses and motors to sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics.

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, including industrial robots. An intensive hands-on lab program is supplemented with industry-relevant field trips.

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

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

## Career Opportunities

As an Industrial Automation Technician graduate, you will discover career opportunities in high demand fields such as engineering design, maintenance, industrial control, supervisory control and data acquisition, industrial networking, and technical sales. Or, transition into an instrumentation or electrical apprenticeship with advanced standing. Graduates typically obtain well-paying careers in industries including renewable energy, transportation, forest products, pulp and paper, chemical processing, oil/gas/petroleum, mining and metal processing, steam generation and utilities, water and waste water treatment, food and beverage manufacturing, pharmaceuticals, textiles, materials handling and electronics/semiconductors manufacturing. Due to the increasing use of electronics in all of these fields, opportunities will continue to grow.

## Supply List

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
- Scientific calculator

## ADMISSION

### Admission Requirements

1. Successful completion of the Electronics Core Technician

program or the "core" electronics course requirements at any College or Institute that is a member of the International Electronics Technician Articulation Committee.

**OR**

2. Submit the following:
  - a) Post-Secondary educational transcripts or related training documentation and, if applicable
  - b) Documentation of workplace hours in related discipline, and
  - c) Interview with instructor, after review of above documents.

## 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

- 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

## Program at a Glance

*9-month certificate*

**Tuition:** [\\$2,740 approx + fees/equipment](#)

**Where:** Port Alberni

**Starts:** September

- Learn to design, construct,

## HIGHLIGHTS

### 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

finish, and repair high-quality wood products such as cabinets, furniture, and fixtures.


- Earn apprenticeship technical training credit towards Interprovincial (Red Seal) certification.
- Interested in woodworking and building? See [Carpentry Foundation](#).

**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

Student Services

1-800-715-0914 

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

[Watch the program video.](#)

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 Foundation program may enter eligible students in the BC Skills competition. Our student competitors have won gold medals four times in the BC Skills Competition and advanced to the Skills Canada National Competition. In 2009, an NIC student won the gold medal in cabinetmaking in the Skills Canada competition. Our entrants regularly place in the top ranks of the competition.

## Program Highlights

The Joinery/Cabinetmaking Foundation program is well-suited to anyone starting their first career, changing their career, or who simply want to pursue their interest and build their skills in an outstanding woodworking program. Some woodworking experience is an asset but there is no previous experience required to take this program. Students can expect the following throughout the program:

**Design.** Students learn the principles and elements of design, and apply this knowledge by designing their own shop projects.

**Shop drawing.** A project design requires a shop drawing. Students begin with free-hand sketching, move to drawing by hand, and advance to computer drawing programs.

**Technical woodworking skills.** Students develop skills with hand tools, power tools and larger woodworking machines. Students are prepared to work in small shops with limited tools or high-end industrial facilities with machinery.

**Best in world safety.** Our program covers Canadian standard safety practices, and provides the opportunity to study higher safety practices in place around the world.

**Sustainable approach.** This program is committed to the use of sustainable building materials and practices. Preference is given to local or Island wood products and woods that are indigenous to North America. Sheet goods are selected for low emissions, and finishing techniques emphasize natural oils and water-born technologies.

**Four-day school week.** This is a full-time program starting in September and ending in early June. Classes are Monday to Thursday and allow 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.

Students who complete the Joinery program also complete the training requirements for the first year of the four-year Joiner apprenticeship to the Interprovincial (Red Seal) standard. Upon entering 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 earn a certificate in both Furniture Design/Construction and Joinery/Cabinetmaking.

## Career Opportunities



As a graduate of the Joinery/Cabinetmaking Foundation program, you will be eligible for employment in millwork, 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)
- Graduated metric 900 mm T-Square all metal construction

**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

### 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. C in English 10 or NIC ENG 034; or C+ in Communications 11 or equivalent; or C+ in ESL 051, ESL 054 and ESL 057 or certified CLB 7; or successful NIC English assessment; and
2. C in one of Principles of Math 10, Applications of Math 11, A&W 11, Foundations of Math 11, NIC MAT 033, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### To Be Successful

- 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.

## CURRICULUM

### Program Requirements

#### 1. Joinery/Cabinetmaking Foundation (26 weeks)

- JNY 100 Introduction to the Joinery Trade and Safety
- JNY 105 Identify Materials
- JNY 110 Identify Woodworking Joints
- JNY 115 Apply Layout Techniques
- JNY 120 Use Hand Tools
- JNY 125 Use Portable Power Tools
- JNY 130 Use Woodworking Machines
- JNY 135 Use Assembly Techniques
- JNY 140 Apply a Finish
- JNY 145 Install Millwork

#### 2. Furniture Design & Construction Certificate (13 weeks)

- WJC 100 Drafting for Joinery/Cabinetmaking
- WJC 120 Wood Products Design for Joinery/Cabinetmaking
- WJC 130 Wood Finishing for Joinery/Cabinetmaking
- WJC 150 Marine Joinery
- OFA 001\* WHMIS General
- OFA 010\* Occupational First Aid Level 1

**\*Note:** Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

### Completion Requirements

A minimum average of 70% for each course is required to pass the program. Successful completion of all courses in the program is

necessary to receive the Furniture Design/Construction and the Joinery/Cabinetmaking certificates.

# Landscape Horticulture Fundamentals Certificate

## Program at a Glance

*12-week certificate*

**Tuition:** [\\$1,305 approx + fees/equipment](#)

**Where:** Comox Valley, Port Alberni


**Starts:** February

- Study and practice plant health, science and identification, landscape maintenance, landscape design, and much more.
- Gain the skills needed for employment in the landscape horticulture industry.
- Advance your knowledge as a recreational gardener or for personal interest.

**Career possibilities:** Graduates will be well prepared for entry level positions within the ornamental landscape industry, including private landscape companies, municipal parks, golf courses, garden centres, vegetable farms, orchards, and more.

## Questions?

## Contact

Student Services  
1-800-715-0915   
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

## HIGHLIGHTS

### Why Choose North Island College?

- **Learn from the best.** You'll learn from qualified instructors with years of professional knowledge and industry experience to share.
- **Hands-on experience matters.** Applied learning and practice is a key part of the program. It gives you the confidence and experience needed for employment.
- **Join a growth industry.** The economic impact of ornamental horticulture in Canada has grown in real terms by 2.1 percent each year since 2002. In BC, this sector accounts for more than \$2 billion in revenue and more than 25,000 jobs. Learn more: [The Canadian Ornamental Horticulture Alliance](#).

### Program Highlights

Landscape horticulture is the art of selecting, handling and utilizing ornamental trees, shrubs, and turf grass for the design, development and maintenance of public and private landscape spaces. The Landscape Horticulture Fundamentals certificate program is an intensive evening/weekend program that provides essential skills for those seeking employment in the growing horticulture industry. It is also a good starting point for anyone planning to continue their studies in more specialized horticultural disciplines or for the recreational gardener who wants to increase their horticultural knowledge.

The program provides a solid foundation in horticulture while focusing on landscape maintenance skills and introducing landscape design considerations. Courses cover a wide range of topics, including horticulture practices, equipment, and organizational skills; plant identification, health, and science; soil; as well as landscape maintenance skills and design fundamentals. Students will also complete WHMIS certification and spend a good part of the program working on campus practicing their new skills.

Program graduates qualify for entry level employment that may include landscape companies, municipal parks, golf courses, garden centres, nurseries, irrigation and fertilizer companies, vegetable farms, orchards, and other related horticulture businesses. Students may also seek apprenticeship sponsorship and work toward their interprovincial (Red Seal) designation with [Level 1 Landscape Horticulture apprenticeship training](#) at NIC.

### Career Opportunities

Graduates will be well prepared for entry level positions within the ornamental landscape industry, including private landscape companies, municipal parks, golf courses, garden centres, vegetable farms, orchards, and more.

## Supply List

- CSA-approved, steel-toed footwear
- Calculator
- Secateurs
- Work gloves
- Rainwear
- Notebook, paper, pen and ruler
- Binder for course materials
- Beginner drafting kit - Staedtler 10 piece or similar

## ADMISSION

### Admission Requirements

1. C in English 10, NIC ENG 034 or equivalent; or successful NIC English assessment testing.

## CURRICULUM

### Program Requirements

- LHC 101 Horticulture Practices
- LHC 102 Horticulture Equipment
- LHC 103 Horticulture Organizational Skills
- LHC 120 Plant Identification
- LHC 121 Plant Science for Horticulture
- LHC 122 Plant Health
- LHC 130 Understanding Soil
- LHC 140 Landscape Maintenance Skills
- LHC 141 Landscape Design Fundamentals
- OFA 001 WHMIS General

### Completion Requirements

Students must have successfully passed all courses with a minimum of 70% to receive the Landscape Horticulture Fundamentals certificate.

# Marine Training

### 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

## HIGHLIGHTS


### 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

- 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, and Industry Canada exams for ROC-M, and ROC-MC.

## Questions?

## Contact

Agnes Sharkie  
250-923-9750   
agnes.sharkie@nic.bc.ca

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, 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, SEN-L, Master, Limited, and Fishing Vessels Certificates of Competency must provide their Candidate Document Number (CDN) before a Transport Canada certificate can be issued. 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.

## 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, Marine 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 003 Small Non-pleasure Craft Marine Emergency Duties (A3) – 25 Miles (1 day)
- MED 031 Marine Emergency Duties (MED A1) (3 days)
- MED 032 Marine Emergency Duties (MED A1) & (MED A2) (4 days)

## 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) (4 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. This is an industry Canada issued certificate.

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 Commercial (abridged) (GMDSS ROC-MC) (2 days)

## Small Vessel Operator Proficiency (SVOP)

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 (SVOP) (4 days)

Other courses that may be applicable: ROC-M, Marine Basic First Aid, MED A3.

## Master, Limited Certificate of Competency

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:
Seafarer's Medical (passenger vessels only)	N/A	Obtain from a Transport Canada approved doctor
Marine Basic First Aid	FAC 082	Additional course requirement
Restricted Operator Certificate, Maritime (ROC-M)	NAU 016	Additional course requirement
040 Chartwork & Pilotage Level 1	NAU 014	Part of Master Limited program
060 Navigation Safety Level 1	NAU 014	Part of Master Limited program
Marine Emergency Duties (MED A1)/ (MED A2)	MED 031/ MED 032	Additional course requirement

**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.

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 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**

Transport Canada Requirement	NIC Course	Notes:
Restricted Operator Certificate, Maritime Commercial (>25 nautical miles from shore)	NAU 051	Additional course requirement
Restricted Operator Certificate, Maritime (ROC-M)	NAU 016	Additional course requirement
Marine Emergency Duties (MED 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

Transport Canada Requirement	NIC Course	Notes:
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	Inquire for more information
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 (MED A1)	MED 031	Additional course requirement

Certificate of Service as Watchkeeping Mate of a Fishing Vessel

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**

Transport Canada Requirement	NIC Course	Notes:
Restricted Operator Certificate, Maritime Commercial (>25 nautical miles from shore) <b>Or</b> Restricted Operator Certificate, Maritime	NAU 051 NAU 016	Additional course requirement
Marine Emergency Duties (MED A1)	MED 031	Additional course requirement
Following courses are not compulsory if the candidate has acquired at least 7 fishing seasons as watchkeeping person before July 1, 2007.		
Simulated Electronic Navigation Limited	NAU 030	Additional course requirement
Small Vessel Operator Proficiency	NAU 005	Additional course requirement
Marine Basic First Aid	FAC 082	Additional course requirement

**Fishing Vessel Watchkeeping Mate**

**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.

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**

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

Program at a Glance

23-week certificate

Tuition: [\\$1,525 approx + fees/equipment](#)

Where: Campbell River

Starts: March - 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.

Career possibilities: Graduates will find a wide variety of opportunities in metal fabrication shops, construction, mining, and boat building.

Questions?

Contact  
Student Services


HIGHLIGHTS

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.
- **Go Farther.** Complete the Metal Fabrication Foundation Certificate and the Welder C Technical Training in an accelerated 10 month period.
- **Industry Recognized Training.** NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of metal fabricator.

Program Highlights

The Metal Fabrication Foundation program offers pre-apprenticeship training in metal fabrication but is also for welders who wish to broaden their skills for employment in this Red Seal trade. Metal fabricators build, assemble, and repair products made of steel and/or other metals for use in a wide variety of manufacturing and construction industries. They must be familiar with the properties of metals and know how to operate specialized metalworking machines. Students will learn the principles, knowledge and skills involved in metal fabrication. During the 23-week program, students will develop advanced skills and acquire the basic knowledge necessary for employment as an entry level metal fabricator. Students at the Campbell River campus have the option to complete both the Metal Fabrication Foundation Certificate and the Welder C Technical Training in an accelerated 10 month period.

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

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. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration Office.

Students are also responsible for having the following basic supplies:

- Full face shield with tinted flip up visor
- Clear safety glasses (regular style frame)
- Hearing protection (form fitted or disposable earplugs)
- Tip cleaners (long sets)
- Striker (3 flint style)
- Cotton work clothes
- Steel toed boots
- Leather jacket and apron (see instructor before purchasing)
- Welding gloves (finger style)
- Welding Hat
- Welding helmet (see instructor before purchasing)
- Adjustable wrench (Crescent 10")
- Vice Grips (regular style, 10"),
- C clamp 10"
- Slip Joint pliers (10")
- Diagonal cutters (9")
- Wire feed pliers (optional – replaces slip joint pliers and diagonal cutters)
- Wire Brush
- Chipping Hammer
- Tape Measure 16' x 1" (imperial/metric graduations) or separate imperial and metric tapes)

## ADMISSION

### Admission Requirements

1. C in English 10 or NIC ENG 034, or equivalent; or C+ in ESL 051, ESL 054 and ESL 057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. Successful completion of the NIC Metal Fabrication Assessment with a minimum of 70% in each of the four sections tested.
  - 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.
- 5. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## **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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## Program at a Glance

*26-week certificate*

**Tuition:** [\\$2,135 approx + fees/equipment](#)

**Where:** Comox Valley

**Starts:** September, February


- 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

Student Services

1-800-715-0914 

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

# HIGHLIGHTS

## 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 one of the best-equipped trades training facilities (and LEED® Gold certified building) in the province and 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

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 foot 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

- 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](#).
2. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### 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.

# Underground Mining Essentials Certificate

## Program at a Glance

*14 week full-time certificate*

**Tuition:** [\\$8,410 approx + fees/equipment](#)

**Where:** Campbell River

**Starts:** September 2014


- Gain the fundamental skills for entry-level employment in mining, and earn an estimated \$65,000 to \$90,000 per year.
- Earn industry certifications including Occupational First Aid Level One, WHMIS, H2S Alive and more.
- Be job-ready and in-demand in the rapidly growing mining industry.

**Career possibilities:** Graduates are qualified for entry-level positions at coal, potash, hardrock, and sand/gravel quarry mining sites.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Industry Approved:** NIC's Underground Mining Essentials program meets or exceeds the standards laid out by the Mining Industry Human Resources Council for entry level underground mining personnel plus it meets the industry's demand for new and skilled workers.
- **Be prepared:** Underground Mining Essentials is the only program of its kind in BC. You will gain the skills and knowledge you need for entry into the mining industry. You will learn from instructors with real-world experience and graduate with hands-on training with tools and equipment.
- **Be in demand:** Canada is one of the leading mining countries in the world and ranked among the top five global producers for several major minerals and metals. The demand for qualified graduates is high, with an expectation that the industry will need to recruit 92,000 new workers over the next ten years.

## Program Highlights

The Underground Mining Essentials certificate is designed for individuals seeking to enter the mining industry. Training is designed for individuals with limited experience, who have a desire to work in the field and gain the fundamental skills to pursue entry level positions in the mining sector. Skills gained in the program are directly transferable to entry level positions in operations specific to underground mining, open pit mining, and sand/gravel quarry mining.

The program consists of 340 hours of instruction and hands on training, with an additional 61 hours of industry certifications delivered over 14 weeks. Classes are held during the day. Students attend lectures, participate in class discussions, complete assignments, quizzes, and tests, and tour local mines as an introduction to the workplace atmosphere above and below ground.

## Career Opportunities

Graduates are qualified for entry-level positions in underground mining, open pit mining, and sand/gravel quarry sites. Job titles could include, but would not be limited to, haulage crew worker, ore truck driver, mine labourer, prep plant worker, mill worker, nipper, supply service worker, blaster helper, hardrock miner apprentice, powderman/woman helper, and entry-level scooptram operator.

## Supply List

Students are expected to have the following safety equipment:

- Miner hard hat
- Safety glasses
- Hearing protection
- Coveralls
- Hi-visibility vest
- CSA approved safety boots and/or muck boots

## ADMISSION

### Admission Requirements

1. C in English 10 or NIC ENG 034, or equivalent; or successful NIC English assessment testing.
2. C+ in one of Principles of Math 10, Foundations Math 10, Pre-Calculus Math 10, or NIC MAT 034; or successful NIC Math assessment testing.
3. High School graduation is preferred in addition to the stated prerequisites.

### To Be Successful

In addition to admission requirements, the following is highly recommended:

- Computers are used in most workplaces, and strong word processing and spreadsheet skills are an asset.
- Interest in employment in a safety-conscious, fast-paced work environment.
- Strong study skills and the ability to complete frequent and regular homework

## CURRICULUM

### Program Requirements

- MIN 100 Introduction to the Mining Industry
- MIN 101 Mining Health and Safety
- MIN 102 Fundamentals of Mining Technologies
- MIN 103 Introduction to Mining Skills
- MIN 104 Emergency Mining Procedures
- MIN 105 Worksite Readiness

### Program Co-Requisites

The following industry certifications will be scheduled within the program cluster and students are required to complete the below co-

requisites to achieve the program credential.

- OFA 010 Occupational First Aid Level One (OFA)
- OFA-001 Workplace Hazardous Materials Information System (WHMIS)
- MVO 069 Transportation of Dangerous Goods (TDG)
- CTQ 010 Construction Safety Training Systems – 09 (CSTS)
- FAC 021 Red Cross Standard First Aid with CPR Level C
- GAS 010 H2S Alive
- TRD 016 Aerial Lift Safety

The certificate program is comprised of a total of 340 hours of instruction in addition to 61 hours of industry certification to meet the program requirements.

## Completion Requirements

Students must have successfully passed all core mining components with a minimum of 70% and have successfully passed all certification courses to receive the Underground Mining Essentials Certificate.

# Welder Foundation

## Program at a Glance

*28-week certificate*

**Tuition:** [\\$2,135 + fees/equipment](#)

**Where:** Campbell River, Port Alberni

**Starts:** Continuous entry

- Industry Training Authority (ITA) approved.
- Learn the core welding skills, processes, and techniques needed to enter the welding trade.
- Earn technical training credit towards Year 1 and 2 of welder apprenticeship training.

**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.

## HIGHLIGHTS

### 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.
- **Go farther.** Complete your Metal Fabrication Foundation certificate and Welder Foundation training in an accelerated 10 month period.
- **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 and will increase your skills and your employability.

### Program Highlights


North Island College follows the new provincial Welding training program introduced by the ITA as of January 2014. The 28-week Welder Foundation program covers Level One and Level Two Apprenticeship technical training. On completion, students will write the ITA standardized level exam for a Certificate of Completion. Successful students will also receive a North Island College Welder Foundation certificate.

The Welding Foundation program prepares students for entry-level employment in industrial manufacturing, welding, and fabrication shops. Students are introduced to a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding, and occupational skills.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

Following successful completion of this program and upon entering an apprenticeship, graduates will be eligible to receive technical training credit for levels 1 and 2, plus 300 work-based hours towards their welding apprenticeship requirements.

## Career Opportunities

The welding trade is found in a wide variety of industries, which results in many potential career paths and opportunities. Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.



## ASME Welder Performance Qualification Testing

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. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

Students are also responsible for providing basic Personal Protective Equipment and tools. Contact the instructors at 250-923-9735  or 250-724-8727  for a complete list.

## ADMISSION

### Admission Requirements

1. Successful completion of North Island College Metal Trades Assessment. For more information, check the [Welding Assessment Study Information](#).

**Please Note: In Fall 2015, Admission Requirements will change to the following:**

1. C in English 10 or NIC ENG 035, or equivalent; or C+ in ESL 051, ESL 054 and ESL 057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. Successful completion of North Island College Metal Trades Assessment. For more information, check the Welding 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.

## Challenge Testing

See the Industry Training Authority challenge testing process:

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

## 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

The Provincial Welding program at North Island College is open entry/open exit. Completion time for a person attending full-time is maximum 28 weeks.

After successful completion of Welding Foundation, and once employed as a registered Welder Apprentice, the candidate will receive credit for Level 1 and Level 2 technical training and 300 work based training hours. It is important that all apprentices have a minimum of 3000 work-based training hours prior to entering Level 3 technical training.

The following is a list of the courses for Welder Foundation:

- WFN 100 Occupational Skills
- WFN 101 Oxy-Fuel Cutting and Gouging

- WFN 102 Fusion and Braze Welding
- WFN 103 Shielded Metal Arc Welding (SMAW)
- WFN 104 Electric Arc Cutting and Gouging
- WFN 105 Semi-Automatic Welding
- WFN 106 Basic Metallurgy
- WFN 107 Welding Drawings
- WFN 108 Layout and Fabricate Components
- WFN 109 Submerged Arc Welding (SAW)

## Completion Requirements

Students must attain competency in each module.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA. Refer to current bulletins on the ITA website [www.itabc.ca](http://www.itabc.ca).

# Carpenter Apprenticeship Training

## Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** [\\$525 approx per level + fees/equipment](#)

**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

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Quality education.** North Island College instructors are highly qualified and experience tradespeople. Our student success rate confirms the quality of instruction 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 students 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 (optional)
- 8 " High Steel Toe Safety Boots (Shoes)
- Safety Glasses
- Hard hat
- Ear Protection
- Sharp Electronic Calculator # EL-520WBBK or EL-520
- HB pencils
- Highlite marker
- 2-2" Binders and note paper
- Drafting Equipment: Available at the NIC bookstore:
- Set square – 30/60/90 degree, Staedtler 964 16-60
- Set square – 45/45/90 degree, Staedtler 964 14-45
- Scale ruler, Imperial, Architects, Staedtler 987 18-31



- Scale ruler, Metric, Staedtler 987 18-SI
- Drawing compass, 559-02
- Good quality white eraser
- Mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

### **Personal Tools – Do not purchase until after 1st day of class**

- Carpenter Apron
- Tape Measure 25 foot Imperial and 8 meter metric
- Chalk Line & Reel
- 2' Level (optional)
- Nail Puller (cat's paw)
- Rafter Square - steel or aluminum (optional)
- Cross Cut Handsaw - 10 point (optional)
- Utility Knife & Blades
- Speed Square
- Framing hammer

## **ADMISSION**

### **Admission Requirements**

1. Applicants must be ITA registered apprentices. Please see [www.itabc.ca](http://www.itabc.ca) for details.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Carpenter" and the level of training requested 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 those classes are available tuition-free at NIC.
- School training periods can be very demanding, and include a large quantity of reading. 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 Student Services about upgrading classes.

## **SCHEDULE**

### **Carpenter Apprenticeship Training Classes**

*(as of November 13th, 2014)*

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

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

### CRA-100 – Carpentry Apprenticeship Level 1

- 2015 Winter: January 5 - February 13
- 2015 Fall: November 9 - December 18
- 2016 Spring: May 16 - June 24

### CRA-200 – Carpentry Apprenticeship Level 2

- 2015 Winter: February 16 - March 27
- 2016 Winter: January 4 - February 12

### CRA-300 – Carpentry Apprenticeship Level 3

- 2015 Spring: April 7 - May 15
- 2015 Fall: September 28 - November 6
- 2016 Winter: February 15 - March 25

### CRA-400 – Carpentry Apprenticeship Level 4

- 2015 Spring: May 19 - June 26
- 2015 Fall: November 9 - December 18
- 2016 Spring: April 4 - May 13

Apprenticeship Training

# Electrician Apprenticeship Training

## Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** [\\$870 approx per level + fees/equipment](#)

**Where:** Campbell River

**Starts:** See schedule below

- Advance your skills and qualifications in the electrician trade
- Work towards your Interprovincial (Red Seal) designation

## Questions?

## HIGHLIGHTS

### 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.

## Electrician Technical Training

All NIC training programs follow the criteria set by the Industry Training

## Contact

Student Services

1-800-715-0914 

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

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 30th, 2014)*

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

- 2014 Spring: May 26 - August 1
- 2015 Spring: May 25 - July 31
- 2016 Winter: January 4 - March 11
- 2016 Winter: March 14 - May 20

#### ELA-200 – Electrical Apprenticeship Level 2

- 2014 Fall: October 13 - December 19
- 2015 Winter: March 16 - May 22
- 2016 Spring: May 23 - July 29

#### ELA-300 – Electrical Apprenticeship Level 3

- 2014 Winter: March 17 - May 23
- 2014 Fall: October 13 - December 19
- 2015 Winter: January 5 - March 13
- 2015 Fall: October 13 - December 18
- 2016 Winter: March 14 - May 20

#### ELA-400 – Electrical Apprenticeship Level 4

- 2014 Winter: March 17 – May 23
- 2015 Winter: January 5 - March 13
- 2015 Winter: March 16 - May 22
- 2015 Fall: October 13 - December 18
- 2016 Winter: January 4 - March 11

## Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** [Level 1 = \\$870 approx + fees/equipment](#), [Level 2 to 4 = \\$525 approx + fees/equipment](#)

**Where:** Campbell River


**Starts:** See schedule and note below

- Advance your skills and qualifications in the heavy duty mechanics trade
- Work towards your Interprovincial (Red Seal) designation

## Questions?

### Contact

Student Services

1-800-715-0914 

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

# HIGHLIGHTS

## 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 of BC (ITA) to ensure your trade qualifications meet current industry standards. North Island College works closely with industry to ensure your apprenticeship training is of the highest quality.

**Note:** The ITA has implemented changes to the Heavy Duty Mechanic trade. For the next few years, NIC will be offering both a "new stream" and an "old stream" of technical training levels. To ensure you are enrolling in the appropriate stream, see the schedule tab. Please visit the ITA website for more detailed trade information:

[www.itabc.ca/program/heavy-duty-equipment-technician](http://www.itabc.ca/program/heavy-duty-equipment-technician).

### Old Stream

HVA 200 Level 2: 6 weeks

HVA 300 Level 3: 6 weeks

HVA 400 Level 4: 6 weeks

### New Stream

HVA 100 Level 1: 10 weeks

HVA 200 Level 2: 8 weeks

HVA 300 Level 3: 6 weeks

HVA 400 Level 4: 4 weeks

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.
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 September 11th, 2014)*

Dates and classes may change or be cancelled depending on demand.

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

#### HVA 100 – Heavy Duty Apprenticeship Level 1

- 2015 Winter: January 5th - March 13th \*new stream

#### HVA 200 - Heavy Duty Apprenticeship Level 2

- 2014 Fall: November 10th - December 19th \*old stream

#### HVA 300 - Heavy Duty Apprenticeship Level 3

- 2015 Spring: May 19th - June 26th \*old stream

### HVA 400 - Heavy Duty Apprenticeship Level 4

- 2015 Winter: March 16th - April 24th \*old stream

Apprenticeship Training

# Landscape Horticulture Apprenticeship Training

## Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** [Level 1 = \\$1,045 approx + fees/equipment](#), [Level 2 = \\$2,650 approx + fees/equipment](#)

**Where:** Comox Valley


**Starts:** See schedule below

- Advance your skills and qualifications in the horticulture industry
- Work towards your Interprovincial (Red Seal)
- See also the [Landscape Horticulture Fundamentals certificate](#) for pathways to entry-level employment.

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Industry-approved training.** NIC works closely with industry professionals and local employers to ensure you receive the most current training possible.
- **Enriched curriculum.** Gain highly sought after landscape maintenance and design skills in addition to ITA curriculum.
- **Funding opportunities.** You may be eligible for federal grants and provincial tax credits of \$1,000 or more after completing each level of technical training and work-based hours.

### What is Landscape Horticulture?

Landscape horticulture is the art of selecting, handling and utilizing ornamental trees, shrubs, and turf grass for the design, development and maintenance of public and private landscape spaces. A landscape horticulturist prepares soil and cultivates, prunes, and irrigates plants to maintain plant health. They also control plant pests using integrated pest management techniques.

### Landscape Horticulture Technical Training

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

LHA 100, Level 1, 12 weeks – Comox Valley

LHA 200, Level 2, 12 weeks – Comox Valley

This apprenticeship program is designed for people who are already employed with landscape companies, municipal parks, golf courses, garden centres, nurseries, and horticulture-related businesses. Study part time during the evening and weekends, allowing you to further your education while maintaining industry employment.

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming training schedules view the Schedules tab. For more information on apprenticeships visit the ITA website, or HortEducationBC.

An apprenticeship is established when an employer agrees to sponsor an employee, and both employer and employee register with the Industry Training Authority (ITA). Apprentices receive training using a curriculum developed and approved by the horticulture industry.



North Island College provides an enriched curriculum with additional topics on landscape maintenance and design, giving students value-added skills attractive to employers.

Upon completion, students will be prepared to write their Industry Training Authority Level 1 and Level 2 exam towards their Interprovincial (Red Seal).

## Grants and Tax Credits

You may be eligible for federal grants and provincial tax credits of \$1,000 or more after completing each level of technical training and the accompanying work-based hours. A completion grant is also available on certification. Visit the [ITA website](#) for additional information.

## Supply List

- CSA-approved, steel-toed footwear
- Calculator
- Secateurs
- Work gloves
- Rainwear
- Notebook, paper, pen and ruler
- Binder for course materials
- Beginner drafting kit - Staedtler 10-piece set or similar

## ADMISSION

### Admission Requirements

1. C in English 10, NIC ENG 034 or equivalent; or successful NIC English assessment testing.
2. Applicants must be ITA registered apprentices. An Industry Training Authority individual ID number (ITA-ID) is required. If you do not have an ITA-ID, you will need to register with the ITA prior to admission at [www.itabc.ca](http://www.itabc.ca).
3. Complete and submit the [NIC Application for Admission](#) form, writing "Landscape Horticulture Apprenticeship Training - Level 1 or 2" as the program name.
4. Complete and submit the [NIC Apprentice Training Registration](#) form.

## SCHEDULE

Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination. NIC is currently only offering Level 1 and 2 Landscape Horticulture training.

### LHA 100 - Landscape Horticulture Apprenticeship - Level 1 Enriched

- 2015 Winter: February 2 - April 24

### LHA 200 - Landscape Horticulture Apprenticeship - Level 2 Enriched

Apprenticeship Training

# Plumbing Apprenticeship Training

## Program at a Glance

*Industry Training Authority (ITA)  
approved*

**Tuition:** [Levels 1 to 3 = \\$525 approx per level](#), [Level 4 = \\$695 approx](#)

**Where:** Comox Valley


**Starts:** See schedules below

- Advance your skills and qualifications in the plumbing and piping trade
- Work towards your Interprovincial (Red Seal) designation

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### 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 in a LEED® Gold certified facility 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

PBA 200, Level 2, 6 weeks

PBA 300, Level 3, 6 weeks

PBA 400, Level 4, 8 weeks

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 foot Imperial and 8 meter Metric)
- Metric Conversion Calculator, EL520-WBBK or EL-520X recommended
- Pencils, highlighter, binder & notepaper
- Drafting Equipment: Available at the NIC bookstore
  - Set square – 30/60/90 degree, Staedtler 964 16-60

- Set square – 45/45/90 degree, Staedtler 964 14-45
- Scale ruler, Imperial, Architects, Staedtler 987 18-31
- Scale ruler, Metric, Staedtler 987 18-SI
- Drawing compass, 559-02
- Good quality white eraser
- Mechanical pencils 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 December 11th, 2014)*

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

- 2015 Fall: September 28 - November 6

#### PBA-200 – Plumbing Apprenticeship Level 2

- 2015 Spring: May 11- June 19
- 2016 Spring: May 2 - June 10

### PBA-300 – Plumbing Apprenticeship Level 3

- 2015 Fall: November 9 - December 19

### PBA-400 – Plumbing Apprenticeship Level 4

- 2015 Winter: March 16 - May 8
- 2016 Winter: March 7 - April 29

## Apprenticeship Training

# Professional Cook (Culinary Arts)

## Program at a Glance

*Levels 1, 2 & 3 Apprenticeship Training*

**Tuition:** [From \\$2,135 to \\$610 approx. depending on level + fees/equipment](#)

**Where:** Campbell River, Port Alberni

**Starts:** See schedule below


- Earn apprenticeship technical training credit towards your 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

Student Services

1-800-715-0914 

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

Check out the [program video](#).

## HIGHLIGHTS

### 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 Professional Cook program has been accredited by the Canadian Forces, and graduates can gain advanced standing as a cook (apprentice).

## Program Highlights

The culinary program is offered at both NIC's Campbell River and Port Alberni campuses in fully equipped training facilities. To help ensure future advancement in 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 28 weeks. From core culinary skills, to preparing and cooking stocks, soups, sauces, vegetables, meat, fish, poultry, sandwiches and desserts, you are well on your

way to mastering your new craft. At NIC, hands-on classes ensure you will also be introduced to menu planning, nutrition and human resource management.

Upon successful completion of the program, the PC1 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 14-week training program where you continue your culinary skills development by gaining experience with menu creation, à la carte production and presentation, as well as dining room food and beverage service at [the Third Course bistro](#) in Campbell River.

Upon successful completion of Professional Cook 2 program, the PC2 final exam, and 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). 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 Journeyperson 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](#)

Note: High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

#### Professional Cook 2

1. Professional Cook 1 Certification, which includes successful completion of Professional Cook 1 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 400 documented workplace hours for a total of 1,000 hours.

#### Professional Cook 3

1. Professional Cook 2 Certification, which includes successful completion of Professional Cook 2 Technical Training,

Certificate of Qualification Examination, Practical Assessment and an additional 760 documented workplace hours for a total of 2,000 hours.

## CURRICULUM

### Program Requirements

- PCA 100 Professional Cook 1 - 2 semesters (840 hours - approx. 28 weeks)
- PCA 200 Professional Cook 2 - 1 semester (420 hours - approx. 14 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

# Welder Apprenticeship Training

## Program at a Glance

*Industry Training Authority (ITA) approved*

**Tuition:** [Level 1 to 3 = \\$695 approx.](#) [Level 4 = \\$435 approx](#)


**Where:** Campbell River, Port Alberni

**Starts:** Continuous entry

- Advance your skills and qualifications in the welding trade
- Work towards your Interprovincial (Red Seal) designation
- Just getting started in welding? See [Welder Foundation](#).

## Questions?

### Contact

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

## HIGHLIGHTS

### 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 tuition is among the lowest in the province and accommodation 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.

### Welder Technical Training

**NOTE:** *The Industry Training Authority has reinstated the B level Welder, (16 weeks), and A level Welder, (8 weeks), module pathway for a limited time to facilitate the transition to the new Welder Apprenticeship pathway. Please see the [ITA website](#) for further details.*

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

WLA 100, Level 1, 8 weeks – Campbell River, Port Alberni  
WLA 200, Level 2, 8 weeks - Campbell River, Port Alberni



WLA 300, Level 3, 8 weeks - Campbell River, Port Alberni  
WSM 400, Level 4, 5 weeks - Specialty Metals Endorsement, Campbell River, Port Alberni

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming training schedules view the Courses tab.

## Supply List

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

Students are also responsible for providing basic personal protective equipment and tools. Your instructor will provide a list of requirements.

## ADMISSION

### Admission Requirements

1. Applicants usually must be ITA registered apprentices. However, the ITA is temporarily allowing registration **without a sponsor until September 2015** to support transition into the new Welder program for welders who are ready to take Level 3 training.

**NOTE:** The Industry Training Authority has reinstated the B level Welder, (16 weeks), and A level Welder, (8 weeks), module pathway for a limited time to facilitate the transition to the new Welder Apprenticeship pathway. Please see the ITA website for further details.

2. Complete and submit the [NIC Application for Admission](#) form, writing "Welding" and level of training as the program name.
3. Complete and submit the [NIC Apprenticeship Training Registration](#) form.

### To Be Successful

- 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.

## COURSES


### Welding Apprenticeship Technical Training

North Island College works closely with industry to ensure your

apprenticeship training is of the highest quality. Our curriculum follows the Industry Training Authority's new provincial Welding training program, which currently replaces modular levels Welding C, B, and A. For full information the trades training system and apprenticeships, please visit the [Industry Training Authority](#) website.

North Island College offers the following apprenticeship technical training levels:

- WLA 100, Level 1, 8 weeks - Campbell River, Port Alberni
- WLA 200, Level 2, 8 weeks - Campbell River, Port Alberni
- WLA 300, Level 3, 8 weeks - Campbell River, Port Alberni
- WSM 400, Specialty Metals Endorsement, 5 weeks - Campbell River, Port Alberni

**Ongoing start dates:** Welder apprenticeship training follows an ongoing entry format from September to June. As welders complete their training, qualified applicants are offered the next available start date based on shop space. For upcoming availability, please call 1-800-715-0914  or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

### Other Welding Training

North Island College offers Welding Skills Development courses to qualified welders.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

# Academic English Language Program

## Program at a Glance

*Accredited English as an additional language courses*

**Tuition:** [\\$0 for those who meet Government of Canada rules \(see Highlights below\)](#)

**Where:** Comox Valley

**Starts:** September, October, January, February, May, June


- Build confidence, develop fluency, and prepare for academic study in English
- Take a wide range of courses to meet university and college program requirements
- Start your degree or diploma program at NIC while you finish your English language courses, or enter upon completion

**Career possibilities:** Our Academic English Language Program helps students prepare for university and college programs at North Island College, throughout BC, and across Canada and the US.

## 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)

## HIGHLIGHTS

### Why Choose North Island College?

- **Qualified instructors, small class sizes.** At NIC, you'll learn in small classes with qualified instructors who have experience working with student from around the world. Your learning is our first priority.
- **Build confidence, develop fluency.** English is the primary language of business and social interaction in the Comox Valley. Whether you're in class, volunteering, or at work, all of your conversations will be in English.
- **Start at the level right for you.** The Academic English Language program is for students with different levels of English language skills. It doesn't matter if you are a beginner, or trying to meet university entrance requirements. There is a class for you.

## Program Highlights

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

Students choose their program intensity, with sessions ranging from 21 hours to 30 hours of study per week. Sessions run for two and four months year round. Students are assessed by an ELP faculty member before being placed in one of four levels: pre-intermediate, intermediate, advanced, or university/college. Students that complete the university/college qualifying level will transfer seamlessly into degree and diploma programs at North Island College. Or choose to study at other universities and colleges in BC, Canada, or the US.

## Government of Canada Tuition Free Rules

Canadians, permanent residents, individuals selected to become permanent residents, live-in caregivers and refugees may be eligible for free tuition. Register in person for the Academic English Program and bring proof of your Canadian citizenship or immigration status. This initiative is made possible through funding from the Government of Canada.

## ADMISSION

### Admission Requirements

Students are assessed by an ELP 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](http://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 & 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 042 IELTS Preparation – Reading and Writing
- ESL 043 IELTS Preparation – Listening and Speaking
- 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

# **Adult Basic Education**

## Program at a Glance

*College/university preparation and high school equivalency*

**Tuition:** [\\$0 + fees/equipment](#)

**Where:** College Wide


**Starts:** September through 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
- Watch our Upgrading Program Video to learn more

## Questions?

### Contact

Student Services

1-800-715-0914 

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

## HIGHLIGHTS

### 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. Many of the online courses include electronic copies of the books. 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, some of our course have a set schedule with established deadlines, while others are flexible and you learn at your own pace. Either way, you won't be alone. Our instructors help you keep moving forward, providing extra instruction and encouragement every step of the way.
- **Education is for everyone.** No one can take it away from you. Our world is rapidly changing and we need to keep up with it for our families and ourselves. Upgrading is one way to do this. Upgrade yourself. Keep current. Challenge yourself.

### 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 the support you need.

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

**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.

- Speak to an advisor to find out if you need to upgrade
- Apply to the Adult Basic Education (ABE) program
- Take a level assessment or provide the college with your high school transcript
- Work with your advisor to develop your course plan
- Register and start classes

### Course Timetables / Study Options

You will find a wide variety of upgrading courses available at all NIC locations. There are scheduled courses that meet at the same time

every week, or chose more flexible options like our continuous entry and online courses. The continuous entry and online courses are generally self-paced, but must be completed within four months of registering. Some courses allow students five months to complete, and they all include instructor support and follow-up.

Student advisors at your nearest campus can provide you with a timetable of courses suited to your goals and your schedule. It is possible for you to build your timetable around jobs and child care. Contact 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 which are best suited to your current skill level 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 035 Intermediate English
- ENG 052 Advanced English
- ENG 096 First Peoples Literature and Composition
- ENG 098 Essay Writing and Critical Reading

### Mathematics

- MAT 017 Fundamental Math Level 1

- MAT 018 Fundamental Math Level 2
- MAT 019 Fundamental Math Level 3
- MAT 027 Fundamental Math Level 4
- MAT 028 Fundamental Math Level 5
- MAT 029 Fundamental Math Level 6
- MAT 033 Intermediate Mathematics I
- MAT 034 Intermediate Mathematics II
- MAT 046 Advanced Level – Developmental Mathematics II or
- MAT 053 Advanced Mathematics
- MAT 060 Provincial ABE Mathematics

### Sciences

- BIO 051 College Preparatory Biology I
- BIO 060 Introducing Biology (College Preparatory Biology II)
- CHE 051 College Preparatory Chemistry I
- CHE 060 College Preparatory Chemistry II
- PHY 050 College Preparatory Physics I
- PHY 060 College Preparatory Physics II

### Other Subjects

- CPS 025 Fundamental Computer Literacy
- FNS 060 First Nations Student Skills 1
- FNS 061 First Nations Student Skills 2
- FNS 065 BC First Nations Studies

## BC Adult Graduation Diploma

### Program at a Glance

*BC Adult Graduation (Grade 12 equivalency) diploma*

**Tuition:** [\\$0 + fees/equipment or higher depending on your chosen courses.](#)

**Where:** College Wide, Online  
College Wide

**Starts:** September through June

- Complete your high school graduation, increase your career options, and meet the entry requirements for university programs.
- Choose from flexible schedule options that work around family and jobs.
- Join a supportive classroom environment with other adult learners
- Learn with an instructor who sets the pace, or set your

### HIGHLIGHTS

#### 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.
- **Education is for everyone.** No one can take it away from you. Our world is rapidly changing and we need to keep up with it for our families and ourselves. Upgrading is one way to do this. Upgrade yourself. Keep current.

#### 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




own pace in a continuous entry class.

**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)

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

## Come talk to us

Our [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-096 or ENG-098 or higher-level English
2. MAT-046 or MAT-053 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-096 First Peoples Literature and Composition
  - ENG-098 Essay Writing and Critical Reading
  - MAT-060 Provincial ABE Mathematics
  - 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.

# Language Instruction for New Canadians (LINC)

## Program at a Glance

*Settlement English language courses to develop fluency and life skills*

**Tuition:** [\\$0 \(Government of Canada Tuition Free Rules Below\)](#)

**Where:** Campbell River, Comox Valley, Distance

**Starts:** Continuous entry

- Build your confidence and gain the skills you need to use English in the workplace, at school, or in day-to-day living.
- Learn about Canadian laws, health care, society, and jobs.
- Complete the Canadian Language Benchmarks level required to apply for citizenship.
- Make new friends, and get to know your new community.

## Questions?

## HIGHLIGHTS

### Why Choose North Island College?

- **Government sponsored programming.** LINC classes are funded by Citizenship and Immigration Canada and the Government of British Columbia, and delivered by LINC schools across the province. You will learn an approved curriculum taught by qualified instructors.
- **Classes are free and flexible.** LINC classes are held September to mid-Spring, in the daytime or in the evening. If you are unable to attend classes in person, the LINC Home Study program enables you to study at a distance.
- **Start at the level right for you.** LINC classes are for people with all different levels of English language skills. It doesn't matter if you already speak some English or no English at all. There is a class for you.
- **Find success in your new community.** Good English language skills will make it easier for you to work in your profession or take care of daily activities such as banking, shopping or visiting a doctor.


### Program Highlights

Language Instruction for New Canadians (LINC) are government-sponsored English classes for permanent residents, convention refugees and protected persons as well as and those who have selected to become permanent residents. From time to time there is also funding to support Canadian citizens, provincial nominees and live care givers in this program. Classes are for adults 18 years and older, and are free.

## Contact

### North Island College International

Student Services

1-800-715-0914 

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

Classes teach speaking, listening, reading, and writing in English. The program is designed to give you the English language and life skills necessary to function in Canadian society.

Classroom study is available in Campbell River and the Comox Valley. Classes are three to 15 hours a week depending on the level of study.

If you are unable to attend LINC classes in person, the LINC Home Study program provides free distance education, either online or by correspondence (books and CDs). You will be expected to study for five to 10 hours each week and complete assignments. As a distance student, you will receive ongoing support and feedback, and an instructor will provide a weekly one-one-one lesson using telephone or VoIP (voice over internet).

In the Mount Waddington region, you also have access to free in-person tutoring. This weekly one-on-one meeting is funded by Citizen and Immigration Canada funding.

## Government of Canada Tuition Free Rules

Permanent residents, individuals selected to become permanent residents, convention refugees and protected persons are eligible for free tuition. Register in person and bring proof of your immigration status. This initiative is made possible through funding from the Government of Canada.

## Preparing for College or University?

LINC students interested in academic degree, diploma, or certificate programs have the opportunity to enter the Academic English Language Program program at NIC. Contact a [Student Advisor](#) for more information.

## ADMISSION

### Admission Requirements

Your first step is to book a prep session at North Island College. There are two ways to book a prep session:

1. Ask your local Immigrant Welcome Centre to book the prep session for you OR
2. Contact Student Services at North Island College

After the prep session, you will be assessed by an English Language Program faculty member to determine the most appropriate courses for registration and success.

## COURSES

### Language Instruction for New Canadians (LINC) classes:

Once you have completed an assessment, your instructor will recommend the course which best matches your current skill level and personal goals. From there, you will progress through the program by skill level.

- ESA 030 English Language Service for Adult CLB Lit-3
- ESA 045 English Language Service for Adult CLB Lit 4/5
- ESA 067 English Language Service for Adult CLB Lit 6/7

**LINC Study at Home:**

Once you have completed an assessment, you will be referred to the distance course which matches your current skill level, you will also be matched to a distance teacher.

**Mount Waddington Tutoring:**

Once you have completed an assessment, your tutor will discuss curriculum options and resources.

# Employment Transition Program

## Program at a Glance

*8-month program designed for individuals with cognitive or mental health disabilities.*

**Tuition:** [\\$0 + books/supplies](#)

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

**Starts:** September


- This supportive program teaches students about the work, life, and social skills needed to prepare for employment.
- Unpaid work experience is a required component of this program.
- Skills training may lead to competitive employment, supported work, volunteer opportunities, or further skills training, depending on the student.

## Questions?

### Contact


#### Comox Valley

Genevieve Burdett

250-334-5078 

[genevieve.burdett@nic.bc.ca](mailto:genevieve.burdett@nic.bc.ca)


Neil Holm

250-334-5078 

[neil.holm@nic.bc.ca](mailto:neil.holm@nic.bc.ca)

#### Campbell River


Karen Sale

250-923-9774 

[karen.sale@nic.bc.ca](mailto:karen.sale@nic.bc.ca)

#### Port Alberni

Ellen Chambers

250-724-8764 

[ellen.chambers@nic.bc.ca](mailto:ellen.chambers@nic.bc.ca)

## HIGHLIGHTS

### Program Highlights

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

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

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

### Career Opportunities

Depending on 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

### Admission Requirements

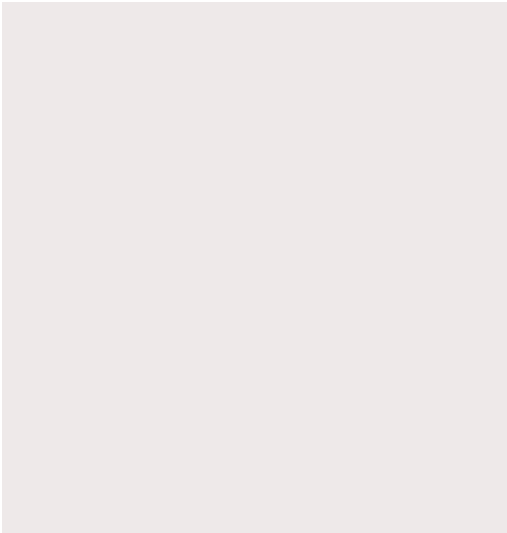
- Have a genuine desire to work
- Be a minimum of 18 years of age
- Be individuals with documented cognitive or mental health disabilities
- Attend a personal interview with the instructor

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

### To Be Successful

Students must complete a successful work experience coordinated by North Island College or with an affiliate authorized by the College.

Students should have an interest and motivation to participate in learning about the world of work. They must be able to work successfully in a group setting or be provided appropriate support by the referring agency. As well, they must be able to arrange transportation to and from classes and other resources that are needed for their ongoing support while at college.



# CURRICULUM

## Program Requirements

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

- AED 017 Work Experience
- AED 021 Workplace Communications
- AED 022 Goal Planning and Personal Development
- AED 024 Work Search and Interview Skills
- AED 025 Workplace Expectations
- AED 026 Health promotion
- AED 027 Workplace Safety

# Coastal Log Scaling

## Program at a Glance

*13-week certificate*

**Tuition:** [\\$7,000 approx + fees/equipment](#)

**Where:** Campbell River, Port Alberni


**Starts:** March 16, 2015

- Learn the skills needed for the Ministry of Forests' Coastal Log Scaling examination
- Gain hands-on experience in the field with training on the log sort

**Career Opportunities:** Graduates are well prepared for log scaling positions in all aspects of the forestry industry including government and private forestry companies.

## Questions?

### Contact

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

## HIGHLIGHTS

### Why Choose North Island College?

- **Advance your career.** The Coastal Log Scaling certificate is an opportunity to gain the technical skills needed for the Ministry of Forest Coastal Log Scaling examination, and to create opportunities for advancement within the forestry industry.
- **Practical experience.** The Coastal Log Scaling program emphasizes the development of practical skills, and students spend the majority of their class time on dry-land log sorts. You will be well prepared the Ministry of Forest Coastal Log Scaling examination.
- **Be in demand.** Log scaling is important to all aspects of the forestry industry, from setting stumpage fees to determining the market-value of wood. Increased logging activity and an aging workforce is creating high demand for skilled workers.

### Program Highlights

The Coastal Log Scaling certificate is a technical and hands-on program that teaches the skills needed for a career in log scaling. Students learn common terms, weight scaling procedures, the log grading process, use of scale sticks and recording scale sheets or slips, equipment maintenance, identification of commercial log species, scaler safety, the practical application of the BC Grading Rules, and more.

This is a full-time program consisting of classroom lectures, directed home study, and fieldwork. The majority of time will be spent in the field on dry-land log sorts learning and practicing skills. Students can expect lessons in the evenings and on the weekends, depending on log sort availability, and must be able to commit to an average of 60 hours of study per week. The course includes a review of necessary math skills and Occupational First Aid Level 1. It is recommended that students have good math skills and previous experience in the forest industry before applying.

Students who successfully complete the program will be prepared to write the Ministry of Forest's Coastal Log Scale exam, and be able to earn their scalers licence. Seating is limited, and students will be admitted on a first-applied, first-qualified basis.

### Career Opportunities

Log scaling data is used by government and industry to set stumpage fees, administer the annual allowable cut, determine the market value of wood, and grant woodlot licences. Scalers can be employed by logging companies, government, and other forest-industry groups or organizations.

### Supplies

Participants are responsible for providing:

- Caulk Boots





- Hard Hat
- Rain Gear
- High Visibility Vest
- Note Paper

## ADMISSION

### Before Classes Begin

Students should make an appointment with a Student Advisor, and follow up with the Coastal Log Scaling math assessment prior to admittance into the program. To reserve a seat, call or email:

- Comox Valley Campus: [assessmentcvc@nic.bc.ca](mailto:assessmentcvc@nic.bc.ca) or 250-334-5014 
- Campbell River Campus: [assessmentcr@nic.bc.ca](mailto:assessmentcr@nic.bc.ca) or 250-923-9715 

### Admission Requirements

1. Minimum age to acquire a Scaling license is 16 and the student must be a Canadian resident.
2. Complete the customized log scaling assessment. For more information check the [Log Scaling Assessment Study Information](#).

### To Be Successful

In addition to meeting the admission requirements, it is recommended students be:

- Physically fit and able to work in varied weather conditions.
- Be able to commit an average of 60 hours a week for classroom and home studies.
- Minimum Grade 10 completion.
- Previous experience in the forest industry an asset.

## CURRICULUM

### Program Requirements

- LOG 015 Log Scaler Training
- OFA 010 Occupational First Aid Level 1

# Academic and Credit

The 2015/2016 Academic timetable will be posted Tuesday, April 7, 2015.

Continuing student registration begins for 2015 Fall and 2016 Winter on Monday, May 11, 2015.

New student registration begins Monday, May 25, 2015.

## SEARCH RESULTS

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### **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

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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

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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

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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 020 and ABT 100

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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

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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

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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

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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

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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

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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 020, ABT 116 and ABT 148.

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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

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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.

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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 020, ABT 101 and ABT 147.

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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

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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

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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):** English prerequisite for Applied Business Technology Program, ABT 020. ABT 020, and English prerequisite for Applied Business Technology Program. ABT 100 can be taken as a co-requisite.

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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

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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):** ABT 020 and ABT 117.

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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):** ABT 020 and ABT 117.

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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):** ABT 020, ABT 148, ABT 149, ABT 111, ABT 117, ABT 126, ABT 135, ABT 146 and ABT 151.

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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 Office Administration Program, or instructor permission.

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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

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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 020, ABT 101 and ABT 162.

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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 020, ABT 101, ABT 117, ABT 148, or equivalents.

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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 117, ABT 147, ABT 148, or equivalents

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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 117, ABT 148 or equivalents, and Co-requisite(s): ABT 170 & ABT 171 (may be taken as prerequisites)

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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 117, ABT 147, ABT 148, or equivalents. ABT 170, ABT 171 and ABT 172

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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 117, ABT 147, ABT 148, or equivalents. ABT 170, ABT 171, and ABT 172. Co-requisite(s): ABT 173.

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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 117, ABT 148, ABT 170, ABT 171, or equivalents.

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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 117, ABT 148, ABT 170, ABT 171, ABT 175, or equivalents.

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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 117, ABT 148, ABT 170, ABT 171, or equivalents.

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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.

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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 Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.

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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

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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

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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

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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

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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

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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

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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

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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 attend a skills assessment session at North Island College or attend a 2 day skills assessment in Vancouver, BC (all costs paid by student).

**Prerequisite(s):** English pre-requisite for the Applied Business Technology program, and ABT 020

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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### **AED-048 LITERACY: BOOK CLUB/PLA**

*90 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

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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

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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

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### **AED-058**

#### **WORKPLACE LITERACYPLA**

*108 hours lecture*

The Workplace Literacy course is offered alongside Employment Transition Courses: Workplace Expectations, Workplace Safety, Workplace Communication, Goal Planning and Personal Development, and Work Search and Interview Skills in order to provide students with the opportunity to develop literacy skills specific to the course content of the ET program courses.

**Prerequisite(s):** Admission interview with ASD instructor

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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

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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

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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

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## **AET-020**

### **RED CROSS EMERGENCY MEDICAL RESPONDER - EMR**

*80 hours*

Course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness in a pre-hospital setting. Course is for those providing emergency response; these may include firefighters, law enforcement officers, workplace responders, and emergency medical services (EMS) personnel. Includes CPR level HCP and AED. The certification is valid for three years.

**Prerequisite(s):** Participant must be certified in Standard First Aid with CPR level C or higher. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials. Minimum of 16 years of age. Students under 19 require a parent/ guardian signed waiver.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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## **ANH-100 DOMESTIC ANIMAL ANATOMY AND PHYSIOLOGY**

*33 hours*

This course will provide information on the structure and function of the major parts of dogs and cats. Topics include basic terminology, identification of animal body systems, and understanding structure and functions related to each body system.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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## **ANH-101 INTRODUCTION TO RADIOLOGY**

*9 hours*

This course introduces students to the basic principles of radiology. Topics include components and function of the x-ray machine, the formation of x-ray beams, and radiation safety. Students learn to assist the Animal Health Technician or Veterinarian in producing a radiograph and image through digital, automatic processor, or dip tank technology.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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## **ANH-102 BASIC LABORATORY PROCEDURES**

*18 hours*

This course covers the use and care of basic equipment such as microscopes, centrifuges, and in-house serum analysers. You will learn how to prepare simple lab tests and learn about parasitology.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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## **ANH-103 HOSPITAL CARE**

*48 hours*

This course covers a wide range of issues and topics including: vaccines, immunology, bandaging, nutrition, common diseases, dental care, sanitation, grieving, euthanasia, restraint and handling, administration of medications, breeds and behavior. Participants examine current animal welfare issues from a veterinary perspective.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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## **ANH-104 BASIC SURGICAL PROCEDURES**

*18 hours*

Students will learn basic surgical care involving animals including anesthesia, common surgeries, sterile techniques, and postoperative care. Identification and care of surgical instruments will be introduced within a lab component.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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**ANH-107**  
**VETERINARY HOSPITAL (FIELD TRIP)***2 hour Field trip*

The tour of a veterinary emergency hospital will highlight the care and service provided by a 24-hour facility. The differences in routine versus emergency care will be demonstrated and discussed.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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**ANH-108**  
**WILDLIFE REHABILITATION (FIELD TRIP)***2 hour Field trip*

Students will have the opportunity to tour a facility for the rehabilitation of wildlife. Attendance is mandatory.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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**ANH-110**  
**WORK EXPERIENCE FOR ANIMAL CARE AIDE***20 hours (Practicum)*

The twenty hours of mandatory work experience provides an opportunity for students to integrate and apply skills and knowledge obtained through coursework and to practice these skills in a workplace setting. A minimum of 15 hours must take place in a veterinary facility, with a maximum of 5 hours in an animal care facility, i.e. animal shelter or rehabilitation/recovery facility to be approved by the instructor. Previous documented work experience may be considered in lieu of this placement.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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**ANH-112**  
**VETERINARY RECEPTION***9 hours*

This course is designed to help students learn how to effectively work in the reception area by keeping proper records and logs, admitting/discharging, booking appointments, and managing hospital inventory. Personal and professional skills include the development of effective communication, interpersonal relations, client relations, teamwork and problem solving.

**Prerequisite(s):** Admission to the Animal Care Aid Program

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, Provincial English 12, or placement testing.

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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):** C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090, or placement testing.

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**ANT-251**  
**PRINCIPLES OF ARCHAEOLOGY**

*3 hours lecture/tutorial, 3 credits*

This course surveys the methods and theoretical conceptions which archaeologists use to interpret world prehistory using selected sites from throughout the world. Weather permitting, location and excavation of a contemporary site may be attempted.

**Prerequisite(s):** C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090, or assessment.

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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

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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

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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):** C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090, or assessment.

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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

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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

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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

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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):** C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090; and signed liability waiver.

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## **ARTS-5121**



## **OPEN STUDIO - PRINTMAKING**

Open Studio in printmaking will be held for six weeks. This is non-instructional course for current and former students to have access to the printmaking studio and equipment. A limited amount of materials are included in the lab fee. Students will be required to provide their own edition paper. A list of available materials is available from the department.

**Prerequisite(s):** Successful Completion of FIN 115.

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## **ARTS-5122 OPEN STUDIO - CERAMICS**

Open Studio in ceramics will be held for six weeks. This is a non-instructional course for current and former students to have access to the ceramics studio and equipment. A limited amount of materials are included in the lab fee. Students will be required to provide their own clay. A list of available materials is available from the department. Student must have successfully completed FIN 135 to take this course.

**Prerequisite(s):** Successful completion of FIN 135.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

## **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

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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

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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

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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 ENG 032, 033 and 034 or English 10, or placement testing. Science at the Grade 10 level is recommended, but not required.

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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.

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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

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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

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, or ESL 090, or placement testing

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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):** C in Provincial English 12 or one of ENG 060, ENG-096, ENG 098, or ESL 090, or placement testing

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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 BIO 060 or equivalent completed within 10 years with a C or better

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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

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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

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, ESL-090, or placement testing

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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

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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

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## **BIO-201 INTRODUCTION TO BIOCHEMISTRY**

*3 hours lecture + 1.5 hours tutorial, 3 credits (may be offered in alternate years)*

This course provides an introduction to structural and functional aspects of cell chemistry. Topics include biological molecules and their relationships, protein structure, enzyme action, energy transfer, metabolic processes and control mechanisms.

**Prerequisite(s):** BIO 102 and BIO 103. Corequisite: CHE 201

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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

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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, evolution, diversity and ecology. A compulsory 3-day field trip to the West Coast of Vancouver Island is an integral part of this course. Lab work involves first hand and microscopic observations of living animals with some dissections. Field work involves observations of intertidal and subtidal invertebrate individuals and their community ecology.

**Prerequisite(s):** BIO 102 and 103 or BIO 110 and 111

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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; 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, serial dilution and bacterial metabolism, 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

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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. A 2-day volunteer placement with a local environmental organization is also a required component of this course.

**Prerequisite(s):** BIO 102 and BIO 103 or BIO 110 and BIO 111. MAT 115 is strongly recommended

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## **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

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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

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## **BIO-250**

### **DIRECTED INDEPENDENT STUDIES IN BIOLOGYPLA**

*3 credits*

This course provides the student with an opportunity to carry out independent research under supervision of a Departmental faculty member. The course is designed for students who have completed 1st year Biology. The main content of the study will be the practical aspects of carrying out independent research and may include three or more of the following activities, mutually agreed upon by both student and faculty supervisor: formulate a research question; collect relevant background literature; write a literature review; prepare a grant question; carry out research independently; collate and interpret results; formulate logical and reasonable conclusions regarding the experiment. The student may choose to work on a project or research topic that relates to research currently ongoing at the College.

**Prerequisite(s):** BIO 102 and BIO 103 or BIO 110 and 111; CHE 110 and 111; MAT 115

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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

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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

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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 one of Principles of Math 11, Pre Calculus 11 or MAT 053; or C+ in Foundations of Math 11 or placement testing.

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## **BUS-132 MATHEMATICS OF FINANCE**

*3 hours lecture, or distance (D), 3 credits*

This course will provide the student with the skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include linear applications for business, simple interest and discount, compound interest, amortization, general annuities, bonds, and capital decision

models. Emphasis is on practical problem solving in business.

**Prerequisite(s):** C+ in Foundations of Math 11; C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or assesement.

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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 096, ENG 098 or ESL 090, or placement testing.

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## **BUS-152 ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

*3 hours lecture, or Distance (D), 3 credits*

This course provides students with a broad range of basic business skills. Topics include business plan development, legal issues of business start-up and management, financing, marketing, and basic record keeping for a small business venture.

**Prerequisite(s):** C in 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, ENG 096, ESL 090, ENG 098; or assessment.

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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 096, ENG 098, ESL-090 or Provincial English 12, or placement testing.

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## **BUS-170 COMPUTER APPLICATIONS FOR BUSINESS**

*3 hours lecture/lab, 3 credits*

This course introduces students to computing concepts and skills using industry standard business application software in a hands-on Windows environment. Students will learn to use 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.

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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. Students must complete Co-Operative Education Pre-Employment-Seminar (EMP 100) in the Fall term as a prerequisite to this course in the spring.

**Prerequisite(s):** Corequisite: EMP 100

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## **BUS-200**

### **FINANCIAL ACCOUNTING II**

*3 hours lecture, 3 credits*

This course is intended for students who plan to pursue further accounting courses. It provides additional depth to the concepts introduced in BUS 100 with a focus on financial statement concepts, preparation and adjusting entries.

**Prerequisite(s):** C in one of BUS-100 or BUS-112.

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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):** C in BUS 200 or BUS 113.

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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):** C in BUS 100 or BUS 113

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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 096, ENG 098, ESL 090 or Provincial English 12, or placement testing.

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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):** C in BUS 100 or BUS 113

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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):** C in BUS 113 or BUS 100; BUS 132 and MAT 115.

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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

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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

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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

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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

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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

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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

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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

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## **BUS-270 SOFTWARE FOR ACCOUNTING PROFESSIONALS**

*3 hours lecture, 3 credits*

This course is intended to introduce accounting students to bookkeeping, audit and taxation software. It is intended for diploma and degree students with advanced knowledge of accounting.

**Prerequisite(s):** C in one of BUS 200 or BUS 113. BUS 200 may be taken as a co-requisite.

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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

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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

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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

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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

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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

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**BUS-312  
INTERMEDIATE FINANCIAL ACCOUNTING II***3 hours lecture, 3 credits*

BUS 312 is an extension of BUS 211 and examines the liability and capital aspects of accounting for businesses. Topics include stocks, bonds, retained earnings, dividends, future income taxes and pensions. Credit will only be granted for BUS 212 or BUS 312.

**Prerequisite(s):** C in BUS 211

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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

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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

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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

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## **BUS-335 QUANTITATIVE METHODS**

*3 hours lecture, 3 credits*

This is a course in the application of selected statistical techniques to business problem solving. Topics include simple and multiple regression, time series analysis, index numbers, Bayesian decision analysis, and an introduction to linear programming. Credit will only be granted for either BUS 232 or BUS 335.

**Prerequisite(s):** C in MAT 115

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## **BUS-340 LEADERSHIP**

*3 Hours lecture, 3 credits*

This course will consider the importance of high quality leadership and review evolving theory, practice and skill development in connection with this important topic. Topics will include leadership traits, behaviours and the situational aspects of leadership as well as self-leadership, team leadership, transformational leadership, charismatic leadership, crisis leadership, inter-cultural leadership, servant and authentic leadership and leadership abuse and ethics, among others. Students will be provided opportunities to reflect on their leadership philosophy and plans and related skill development in areas such as communication and emotional intelligence, as well as the opportunity to explore leadership from an experiential perspective.

**Prerequisite(s):**

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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

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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

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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.

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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

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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

**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.

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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.

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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.

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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.

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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

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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

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## **BUS-418**

### **ADVANCED MANAGERIAL ACCOUNTING**

*3 hrs lecture, 1 hr lab, 3 credits*

This course is designed to help students understand the conceptual, ethical and analytical issues in management accounting. Students, working in teams on real life case studies, learn how to perform analysis to support managerial decisions, design and implement management control systems, and to develop an awareness of the moral responsibilities of management accountants.

**Prerequisite(s):** BUS 318

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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):** C in BUS 211 and BUS 312

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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.

**Prerequisite(s):** C in BUS 312 and BUS 217

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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 312

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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

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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.

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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

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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, BUS 390 and BUS 452; Must be employed by an approved employer prior to start date

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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

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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):** 24 credits of PDD - Global Business Management courses, minimum GPA 2.33; student must be registered in this program. C in ENG 160. Student must secure placement with an employer.

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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

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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

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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

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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

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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

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## **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

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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

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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

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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

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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

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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

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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

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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.

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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.

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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.

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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

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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 or PHY 050 is strongly recommended.

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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

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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



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**CHN-101**  
**INTRODUCTION TO CHINESE 1***3 Hours lecture, 1 Hour Lab, 3 credits*

This is a Chinese language course designed for beginners. Chinese pronunciation and phonetic system, as well as approximately 200 Chinese characters in Simplified form will be introduced in this course. Students will engage in basic daily conversations such as self-introduction and making phone calls, and be able to write short notes in Chinese at the end of the semester. Students will also explore contemporary culture through "Culture Notes" in each lesson.

**Prerequisite(s):**

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**CHN-102**  
**INTRODUCTION TO CHINESE 2***3 Hours lecture, 1 Hour lab, 3 credits*

This is the second course of introductory Chinese designed for beginning learners. More Chinese expressions and grammar, as well as approximately 200 Chinese characters in Simplified form will be introduced in this course. Students will be able to engage in conversations in various topics and write longer paragraphs in Chinese by the end of the semester. Students will also explore traditional and contemporary culture through "Culture Notes" in each lesson.

**Prerequisite(s):**

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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

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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

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## **CPS-025 FUNDAMENTAL COMPUTER LITERACY**

*100 hours/ 1 credit*

Students in this course will be introduced to the use of the computer as a tool so they can gain enough confidence to function with a computer at a very basic level in limited situations. The course will include an introduction to computers, accessing the Internet, keyboarding, word processing, printing documents and saving documents to disk drives.

**Prerequisite(s):** None

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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 C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098 or ESL 090, or assessment

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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

**CPS-104****INTRODUCTION TO COMPUTER SCIENCEPLA**

*3 hours lecture + 1 hour lab, 3 credits*

This course introduces Computer Science and its applications. Topics include hardware and software design including logic design, basic computer organization and system software; programming paradigms; external storage, sequential file processing and elementary relational databases; networks and electronic information services; artificial intelligence; ethical and societal considerations.

**Prerequisite(s):** C in Pre-Calculus 11 or MAT 053 or minimum of C+ in Foundations of Math 11, and C in Provincial English 12 or ENG 060,ENG 096, ENG 098 or ESL 090, or assessment

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, or ESL 090, or placement testing

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098,or ESL 090 or placement testing

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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

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, or ESL 090, or placement testing.

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, or ESL-090, or placement testing

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, or ESL-090, or placement testing.

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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):** C in Provincial English 12 or one of ENG 060, ENG-096, ENG 098, ESL-090, or placement testing

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, or ESL-090, or placement testing

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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

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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

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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

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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

**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

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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

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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

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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

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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):** C in Provincial English 12 or one of ENG 060, ENG 090, ENG 098, ENG 096 or ESL 090, or placement testing

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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

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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

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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

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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

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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

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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

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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.

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### **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

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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

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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

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### **CRM-101 INTRODUCTION TO CRIMINOLOGY**

*3 hours lecture, or distance (D), 3 credits*

An introduction to the core concepts, basic data sources, and general research findings in the field of Criminology. A key focus is on elements of continuity and discontinuity between traditional and contemporary theories of crime, deviance, criminality, and social control. Particular attention is paid to the Canadian context.

**Prerequisite(s):** C minimum in one of ENG 060, ENG 096, ENG 098, ESL 090 or Provincial English 12, or placement testing.

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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 minimum in one of ENG 060, ENG 096, ENG 098, ESL 090 or Provincial English 12, or placement testing.

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## **CRM-135**

### **INTRODUCTION TO CANADIAN LAW & LEGAL INSTITUTIONS**

*3 hours lecture, 3 credits*

An introduction to the fundamental principles of jurisprudence and the basic legal institutions of Canada. An examination of the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, an analysis of the nature of legal reasoning, the doctrine of precedent, and the principles of statutory interpretation. Also introduces the fields of contract, torts, administrative law, and family law.

**Prerequisite(s):** C in Provincial English 12 or ENG 060, ENG-096, ENG 098, ESL 090, or placement testing

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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

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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

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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

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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

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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

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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):**

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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.

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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

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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

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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

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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) and science, students will examine the role of the early childhood educator in providing quality environments, which facilitate the development of the whole child through play.

**Prerequisite(s):** ECC 104, may be taken as a co-requisite

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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, music and movement, and social studies. Students will incorporate all aspects of curriculum planning with the actual designing of play spaces for all children.

**Prerequisite(s):** ECC 124

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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

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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

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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

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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

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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

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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

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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 096, ENG 098, ESL 090, or placement testing.

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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

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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

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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

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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

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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

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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

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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

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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

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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 ENG 098 ENG 096 or ESL 090. 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.

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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

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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

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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

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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 Provincial English 12 or ENG 060,ENG 096,ENG 098 or ESL 090, or placement testing

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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 Provincial English 12 or ENG 060, ENG 096, ENG 098, ESL 090, or placement testing.

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## **ELA-100 ELECTRICAL APPRENTICESHIP LEVEL I**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **ELA-200 ELECTRICAL APPRENTICESHIP LEVEL II**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **ELA-300 ELECTRICAL APPRENTICESHIP LEVEL III**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **ELA-400 ELECTRICAL APPRENTICESHIP LEVEL IV**

*300 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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## **ELC-220 AUTOCAD FOR TECHNICIANS**

*Lecture/Computer lab*



Students will also learn the basics of AutoCAD and AutoCAD Electrical; the most widely used computer aided drafting program in industry. They will be able to use CAD to prepare schematic layouts, circuit and instrument diagrams, bill of material, and to import/export graphics files. This course is 90% CAD lab, 42 hours of immersion in AutoCAD and 19 hours developing CAD drawings as a component of other courses within the program.

**Prerequisite(s):** None, High School Drafting recommended and familiarity with MS Windows applications and computers is strongly recommended.

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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

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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

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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

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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

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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

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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

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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

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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

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## **ELE-010 SOLAR PHOTOVOLTAIC SYSTEMS AND THE CANADIAN ELECTRICAL CODEPLA**

*8 hours Lecture*

This course is for electricians, technologists and engineers with previous education or experience in solar photovoltaic system design who wish to understand the portions of the most recent edition of the Canadian Electrical Code that apply to both utility-tie and off-grid photovoltaic installations. This class covers Section 50, Section 64 and other applicable sections of the CEC. Topics will be introduced through case studies of photovoltaic system designs.

**Prerequisite(s):**

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## **ELE-100 YEAR 1 - TECHNICAL TRAINING**

*300 hours*

**Prerequisite(s):**

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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

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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

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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

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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. Students must complete this course in the Fall term as a prerequisite to Co-operative Education Internship Work Term THM-197 or BUS 197 in the spring.

**Prerequisite(s):** Acceptance into Co-operative Education Program

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## **ENG-013 FUNDAMENTAL ENGLISH LEVEL I**

*4 - 6 hours lecture, 3 credits*

This course teaches skills in pre-reading and reading, pre-writing and writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):** English placement testing

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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

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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

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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

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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

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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

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## **ENG-035 INTERMEDIATE ENGLISH**

*6 hours, online, or continuous entry, 6 credits*

The Intermediate English course is designed to help students learn the skills involved in writing, grammar and reading and apply these skills to everyday English use. Students will learn how to competently write paragraphs as well as read proficiently in a college setting. Students will acquire knowledge and learn skills in the three content areas using a holistic approach where grammar conventions are incorporated into reading and writing assignments.

**Prerequisite(s):** ENG 027, or Assessment

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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

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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+ minimum in Provincial English 10 or English 10 First Peoples, or ENG 032/ 033/ 034. or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

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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):** C minimum in Provincial English 11 or English First People 11, or ENG 052, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

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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

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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. Students will also explore elements of First People history and culture through the readings and assignments in the course.

**Prerequisite(s):** C minimum in Provincial English 11 or English 11 First Peoples, or ENG 052, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

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**ENG-098****ESSAY WRITING AND CRITICAL READINGPLA***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 11 or English 11 First Peoples, or ENG 052, or equivalent articulated BC College Course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite course were completed more than five years ago.

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**ENG-104****FOUNDATIONS OF ACADEMIC WRITING FICTION & NON-FICTION***3 hours/week, 3 credits*

This course prepares students for the writing, reading, studying, and research demands of post-secondary academic courses. The course will provide instruction in the following: English words and their Latin and Greek origins; sentence diagramming and the writing of sentences and paragraphs, how and why to avoid plagiarism; developing clarity and coherence of written ideas using planning and revision; planning, researching, writing, revising and presenting using computer software and online sources (including conventions of email as a communication tool); and understanding and selecting the appropriate documentation style for research projects. Oral presentation is a component of scheduled classes; online presentation skills will be a focus of the online version of the course.

**Prerequisite(s):** C in Provincial English 12 or ENG 060, ENG-096, ENG-098, ESL-090 or assessment; or LPI-Level 4 (minimum (SS) 50%, (EU) 50%, (RC) 65% on the sub-scores).

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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 Provincial English 12 or of ENG 060, ENG 096, ENG 098 or ESL 090, or placement testing



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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 060, ENG 096, ENG 098 or ESL 090, or Provincial English 12, or English Assessment

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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 060, ENG 096, ENG 098, ESL 090 or Provincial English 12, placement testing or portfolio.

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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 096, ENG 098 or ESL 090, or 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

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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 096, ENG 098, ENG 060 or ESL 090, or C or better in any University Transferable English course, or English Assessment.

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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, ENG 096, ENG 098, or ESL 090, 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

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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, ENG 096, ENG-098, ESL 090, or B in Provincial English 12 or English Assessment 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.

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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, ENG 096, ENG 098, or ESL 090, or Provincial

English 12, or English Assessment, or LPI-Level 4 (& minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores)

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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

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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 in one of ENG 060, ENG-096, ENG 098, or ESL-090, or Provincial English 12, or placement testing, or LPI-Level 4 (and minimum (SS), 50%, [RC] 65% sub-scores). An exception to these prerequisites is made for NIC Drafting and Electronics students.

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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-096 ENG 098 or ESL 090, or Provincial English 12, or English Assessment. or LPI-Level 4 (and minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores).

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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

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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

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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

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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.

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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.

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## **ENG-212 AN INTRODUCTION TO CANADIAN LITERATURE I**

*3 hours lecture, or distance (D) 3 credits*

This course is an introductory survey of Canadian poetry and prose from colonial to modern times. It examines literature's role in the creation of a national discourse on subjects such as identity, history, place, ethnicity, gender and class.

**Prerequisite(s):**

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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 literature including poetry, short fiction and the novel. Key topics may include nationality, regional identity, ethnicity, gender, postcolonial theory, and wilderness vs. urban influences.

**Prerequisite(s):**

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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

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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.

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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 with minimum Grade C

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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

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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

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**ENG-230  
SELECTED TOPICS IN LITERATURE**

*3 hours lecture, 3 credits*

For 2015 winter the topic is Narratives of War. 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.

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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

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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

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**ENR-151****ENGINEERING GRAPHICS WITH CAD***3 hours lecture, 3 hours lab, 3 credits*

This course is intended for students in first-year engineering. The course covers the fundamentals of orthographic projection, technical sketching, schematic diagrams, engineering graphic standards and conventions, computer representation of data and problem solving with engineering graphical techniques. Drafting is taught through sketched assignments and assignments performed on computer using CAD software.

**Prerequisite(s):** C in MAT 133 and PHY 120

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**ENR-151L****ENGINEERING GRAPHICS LAB***3 hours lecture, 3 hours lab, 3 credits*

**Prerequisite(s):** C in MAT 133 and PHY 120

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**ESA-030**

## **ENGLISH LANGUAGE SERVICES FOR ADULTS CLB LIT - 3**

The ELSA Program offers beginner-level English instruction for landed immigrants and refugees or those applying to become landed immigrants. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

**Prerequisite(s):** ESL English skills assessment

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## **ESA-045**

### **ENGLISH LANGUAGE SERVICES FOR ADULTS CLB 4 -5**

ELSA offers intermediate level English instruction for landed immigrants and refugees or those applying for landing. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

**Prerequisite(s):** Completed ESA 030 or CLB placement test.

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## **ESA-067**

### **ENGLISH LANGUAGE SERVICES FOR ADULTS CLB 6-7**

ELSA offers intermediate level English instruction for landed immigrants and refugees or those applying for landing. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

**Prerequisite(s):** Completed ESA 045 or CLB placement test.

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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

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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):** Certified Literacy to CLB 3, or Assessment by ESL Department

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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):** Certified Literacy to CLB 3, or Assessment by ESL Department.

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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 003 or ESA 030. It is intended to complement 034, although it can be taken independently. The focus of the course is to give the student the ability to read and write a variety of materials in informal, predictable settings. This includes reading such as graded readers at the elementary level, pamphlets and brochures, questionnaires, and news articles at the appropriate level. Students will learn to read for pleasure and information, while increasing vocabulary and written skills. Students will also develop skills to write a basic paragraph and personal letters.

**Prerequisite(s):** Certified CLB 4, or ESL 003, or Assessment by ESL Department.

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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):** Certified CLB 5, or ESL 031, or Assessment by ESL Department.

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## **ESL-034** **INTERMEDIATE LISTENING & 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 ESA 030 or ESL 008. Listening skills progress from understanding the gist to starting to comprehend key words and details in extended exchanges or spoken texts. Speaking skills focus on participating in a variety of complex activities or situations involving multiple purposes and participants (e.g. group work, discussions and debates), and participating outside ESL classes in informal, predictable social contacts. The course concentrates on the process of communication and stresses the importance of communicative strategies and the functional use of English. It provides learners with functional phrases that they can incorporate into their active language as they interact with their classmates in pair or group work, as well as outside the classroom in daily life. Themes are relevant to the learners' personal experience, like family life and adjusting to a new country, as well as to present classroom experience, such as study skills.

**Prerequisite(s):** Certified CLB 4, or ESL 008, or Assessment by ESL Department.

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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):** Certified CLB 5, or ESL 034, or Assessment by ESL Department.

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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 003 or ESA 030. It is intended to complement ESL 031 and 034, although it can be taken independently. The focus of the course is to give the student the ability to identify and apply the rules of grammar to a variety of both spoken and written communications in informal and predictable settings.

**Prerequisite(s):** Certified CLB 4, or ESL 003, or Assessment by ESL Department.

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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):** Certified CLB 5 or ESL 037, or Assessment by ESL Department.

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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

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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

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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):** Certified CLB 5, or ESL 031, ESL 034 and ESL 037; Assessment by ESL Department.

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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):** Certified CLB 5, or ESL 031, ESL 034 and ESL 037; or Assessment by ESL Department.

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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):** Certified CLB 6, or ESL 032, or Assessment by ESL Department.

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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):** Certified CLB 7, or C+ in ESL 051, or Assessment by ESL Department.

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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):** Certified CLB 6, or ESL 035, or Assessment by ESL Department.

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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):** Certified CLB 7, or ESL 054, or Assessment by ESL Department.

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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):** Certified CLB 6, or ESL 038, or Assessment by the ESL Department.

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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):** Certified CLB 7, or C+ ESL 057, or Assessment by ESL Department.

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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):** Must be registered in ESL 031 or higher.

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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):** Must be registered in ESL 031 or higher.

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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):** Must be registered in ESL 031 or higher.

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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):** Certified CLB 8, or C+ ESL 052 and ESL 054, or Assessment by ESL Department.

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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):** Certified CLB 8 or, C+ in ESL 055 and ESL 089, or Assessment by ESL Department, or referral by English Department.

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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):** Certified CLB 8, or C+ in ESL 055, or assessment by ESL Department.

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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 the Exercise and Wellness Certificate Program; or C+ in one of Provincial English 12, ENG 060, ENG 096, ENG-098 or ESL 090, or assessment

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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):**

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## **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

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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.

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**FAC-015**  
**RED CROSS FIRST RESPONDER***40 hours*

Pre-hospital care and CPR skills for professional first responders or those wanting to become first responders. Course teaches techniques for sustaining life, preventing further injuries, and caring for illnesses and injuries until the next level of medical personnel arrives. Includes CPR level HCP and AED. The certification is valid for three years.

**Prerequisite(s):** Participants must be certified in CPR Level C. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to pick-up course materials. Minimum of 16 years of age and students under 19 years of age require a parent/ guardian signed waiver.

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**FAC-020**  
**EMERGENCY FIRST AID WITH CPR LEVEL C**

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 C is recommended.

**Prerequisite(s):** None

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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. 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

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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.

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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.

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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.

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## **FAC-026 STANDARD FIRST AID & CPR C RECERTIFICATION**

*7 hours.*

Comprehensive recertification course offering first aid and cardiopulmonary resuscitation (CPR) skills for those who need training for work requirements or who want more knowledge to respond to emergencies at home. Course covers a variety of topics from basic (circulation & breathing emergencies, and prevention of disease transmission) to in-depth (sudden medical emergencies and injuries to the head and/or spine).

**Prerequisite(s):**

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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

## **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

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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):**

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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).

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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

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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 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\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_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.

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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\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_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.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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## **FIN-010 SALT/ SODA REDUCTION**

This course will focus on Soda Firing techniques. Cone 10 and Cone 6 reduction glazes and firing techniques. All work will be done with bisque ware supplied by the students. Surface enrichment and glaze techniques will be explored for Soda firing and Cone 10 and cone 6 firing. Work will be fired in the Colleges' large gas fired Car Kiln, the smaller gas fired kiln and the gas fired Soda Kiln.

**Prerequisite(s):**



**FIN-011**  
**ADVANCED THROWING TECHNIQUES**

This intensive workshop is intended to help students to refine their skills in basic forms and master more complex ones such as lidded forms, teapots, goblets and large pieces. Classes will combine daily demonstrations, personal practice and individual coaching and assessment. This course would also be ideal for anyone wanting to upgrade his or her skills to qualify for the Professional Potter Program. Class size is limited to allow for one wheel per student.

**Prerequisite(s):**

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**FIN-012**  
**PUSHING THE LIMIT: LARGE SCALE CERAMICS WITH TONY CLENNELL**

This intensive workshop is intended to teach participants how to throw special occasion, large-scale vessels including casseroles, pitchers, bowls and plates. Utilizing sectional throwing techniques participants who normally throw a few pounds of clay learn to manage 3-5 times as much to create large scale works. Participants will also be introduced to surface alteration and enrichment techniques. Class size is limited to allow for one wheel per student.

**Prerequisite(s):**

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**FIN-013**  
**ATMOSPHERIC SALT FIRING AND SHINO REDUCTION FIRING WITH TONY CLENNELL**

The course will include salt firings and changing atmospheres, as well as manipulation of colours. Cone 10 reduction atmospheric firings will concentrate on shino glazes, colour development and carbon trapping. Students will bring their own cone 10 stoneware and porcelain bisque pots. Students taking the first week of large scale throwing could use this course as a continuation of the first week to glaze and fire their work.

**Prerequisite(s):**

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**FIN-020**  
**SCREEN PRINT: T-SHIRT AND DESIGN**

T-shirt print and design is a four day printing workshop where you will be guided through the stages of creating and printing your own design on t-shirts. In this course students will learn how to develop designs, create stencils, learn how different types of inks can dramatically change your design while creating both single colour and multi-coloured designs on t-shirts. Students will have the opportunity to work on a manual six-colour carousel printer used in production printing as well discover low budget solutions for printing at home.

**Prerequisite(s):**

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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 II/ FIN 101, it attempts to build an understanding of the various methodologies employed in understanding the social, political and historical context in which art making takes place. Delivery is by lecture. It covers the time period between the cave paintings of prehistory to the 14th century.

**Prerequisite(s):** C+ in one of ENG 098, ENG 060, ENG-096, ESL 090, 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.

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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

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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 096, ENG 098, ESL 090 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.

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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

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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

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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 096, ENG 098, ESL 090, 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.

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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

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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 060, ENG-096, 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.

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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

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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

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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 060, ENG 096, ENG 098, ESL 090, or placement testing, and FIN 110 (may be taken as a co-requisite). 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.

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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. Single lens reflex cameras are available through the Fine Arts Department for students to use in this course.

**Prerequisite(s):** C+ in one of ENG 060, ENG 096, ENG 098 ESL 090, or placement testing, and FIN 110 (may be taken as a co-requisite). 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.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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**FIN-330**  
**THROWING FOR PRODUCTION, DESIGN AND PRACTICE 1**

*48 hours, includes Lecture and Studio Time*

This course will cover workspace design and ergonomics. There will be an assessment of specialist tools and equipment for pottery production. The course will cover the suitability of different clays for production purposes. There will be an examination of throwing styles and techniques for speed and accuracy. Turning and finishing thrown work will be covered. Test clays developed in FIN 335.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-331**  
**THROWING FOR PRODUCTION, DESIGN AND PRACTICE 2**

*36 hours, includes Lecture and Studio Time*

This course will cover design and making of pots with multiple parts. The different components of the design will be thoroughly investigated. The making of lids, lid fittings, handles and spouts will all be evaluated for their design attributes and technical difficulties or production. Pots will be designed for single firing and multiple firing techniques.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-332****THROWING FOR PRODUCTION, DESIGN AND PRACTICE 3**

*36 credits, includes Lecture and Studio Time*

This course compares the differences in production techniques for Porcelain, Stoneware, cone 6 Stoneware, and Earthenware. Tests will be made to determine suitable clays for the production of functional ware in each of the above categories. Design will be an important consideration in this course.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-333****ADVANCED THRWNG, LARGE POTS**

*36 hours, includes Lecture and Studio Time*

This course is about the production of large pots. The course will consider the differences in techniques required to throw large pieces of clay and successfully create big pots. Pots may be made in one piece or thrown in sections and joined. Techniques for producing large bowls and platters will also be included. Thrown and altered forms will also be considered in this course.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-335****CLAY TECHNOLOGY 1**

*16 hours, Includes Lecture and Studio Time*

In this course, students will study and test the different characteristics of the major types of clay, and learn how to blend them together to create clay bodies for various firing temperatures. We will cover the different materials that can be added to increase plasticity, lower or raise firing temperature, and improve glaze fit. Focusing on higher temperature clay bodies, this course will tie in with work being produced in FIN 330, FIN 340, FIN 345 and FIN 346.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-336****CLAY TECHNOLOGY 2**

*12 hours, Includes Lecture and Studio Time*

In this course, students will study the many different types of clay slips, from simple engobes used in many types of decoration, to slip glazes appropriate for once fired soda or salt glazed ware. This course will tie into the techniques developed in FIN 340, FIN 341 and FIN 346.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-337**  
**CLAY TECHNOLOGY 3**

*12 hours, Includes Lecture and Studio Time*

In this course, students will study how to modify clay bodies to mature at mid range temperatures, such as cone 6. Topics covered will include earthenware bodies, both terra cotta and white talc bodies, as well as vitreous ware. Colourant for clay and decorative applications will be covered, as well as terra sigillata. Course work will be coordinated with FIN 332 and FIN 347.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-340**  
**SURFACE ENRICHMENT 1**

*16 hours, Includes Lecture and Studio Time*

This course will consider historical and contemporary examples of surface enrichment. The course will cover wet clay, leather hard and green-ware techniques as well as surface altering processes.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-341**  
**SURFACE ENRICHMENT 2**

*12 hours, Includes Lecture and Studio Time*

This course will be concerned with the application of slips for surface enrichment and colour. Students will learn slip decorating techniques used on historical and contemporary ceramic pieces. Consideration will be given to developing designs and their application to the work.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-342**  
**SURFACE ENRICHMENT 3**

*16 hours, Includes Lecture and Studio Time*

This course will cover the application of glaze as a surface enrichment technique. Application methodologies will be considered and demonstrated. Multiple layering of glazes and resist techniques will be covered. Under-glaze and over-glaze techniques will form part of the surface enrichment process. Printmaking techniques and the transfer of images of pots will be part of this course.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-345  
KILNS AND FIRING TECHNOLOGY 1**

*30 hours, Includes Lecture and Studio Time*

This course will cover the evolution of kiln design from ancient to contemporary and the advantages of different types of kilns. We will cover refractory materials available and strengths and weaknesses of each, and construction techniques for gas and wood fired kilns. Topics also included will be comparative fuel economy of electricity, gas and wood, and commercially built kilns compared with artist-built kilns.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-346  
KILNS AND FIRING TECHNOLOGY 2**

*30 hours, Includes Lecture and Studio Time*

This course will focus on Soda firing and Raku firing. We will be loading and once firing the Soda kiln with green ware, slip decorated and interiors slip glazed, following work done in FIN 335 and FIN 341. A second Soda firing will be done with bisque ware. Several different ways of introducing Soda compounds will be demonstrated. While kilns are being fired and cooling, we will be able to do Raku firings.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-347  
KILNS AND FIRING TECHNOLOGY 3**

*30 hours, Includes Lecture and Studio Time*

In this course, we will explore several different types of firings at high, mid, and low temperatures. We begin with a cone 10 reduction firing in the car kiln, followed by cone 6 electric firing utilizing a controlled cooling, and a cone 6 reduction. Low temperature firings at cone 01 will also be covered. We will do these in both oxidation and reduction atmospheres and reduction cooling.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-348  
KILNS AND FIRING TECHNOLOGY 4**

*30 hours, Includes Lecture and Studio Time*

This course will focus on wood firing and will give the students a rare opportunity to fire a traditional Japanese style anagama at Gordon Hutchens' studio on Denman Island. We will cover special loading and firing considerations for this type of kiln, such as, allowing pathways for flames through the ware, dry compared with wet wood, utilizing natural fly ash to create unique glaze surfaces.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma

Program

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**FIN-350  
MOLD MAKING***60 hours, Includes Lecture and Studio Time*

This course will give students a good understanding of plaster and its many applications in the production of pottery. Students will learn about plaster types, mixing, consistency, pouring, and making plaster prototypes. The course will cover the making of plaster mold from simple on-piece molds to the more complex multiple-piece molds. Slip casting techniques will also be demonstrated in this course.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-355  
HAND-BUILDING FOR PRODUCTION 1***36 hours, Includes Lecture and Studio Time*

This course will include processes for the development of hand-built components being included in the design process. Using information from FIN 350, students will develop press-molded elements these will include spouts, handles and feet. Press-molding techniques for the production of dishes and platters will also be covered. The extruder and die making for handles will also be included in this course.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-356  
HAND-BUILDING FOR PRODUCTION 2***36 hours, Includes Lecture and Studio Time*

This course is focused on the clay extruder and its versatility as a clay forming piece of equipment. The course will cover simple extruded forms such as coils and handles to more complex forms of boxes and lids. Designing and making dies to be used in the extruder will be covered in this course, as well as designing clay extrusions to be used in the production of pots.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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**FIN-360  
DOCUMENTATION AND DIGITAL MEDIA***48 hours, Includes Lecture and Studio Time*

This course covers the documentation of the potter's work with an introduction to the digital camera, lighting techniques for the photographic cube, image capture

and processing with computer software.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-362 BUSINESS PRACTICES FOR THE POTTER**

*24 hours, Includes Lecture and Studio Time*

This course provides students with a detailed range of basic business skills specific to Planning and maintaining a pottery business. Topics include market research, developing a business plan, legal issues concerning business start-up and contract law, financing, bookkeeping and accounting procedures as they apply to a pottery business.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-363 MARKETING FOR THE POTTER**

*24 hours, Includes Lecture and Studio Time*

This course looks at developing a marketing strategy for the professional potter. Topics include market research, product placement in the market place, pricing of product, promotion and the internet.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-364 PROFESSIONAL PRACTICES**

*40 hours, Includes Lecture and Studio Time*

This course uses knowledge and skills developed in the Business Practices, Marketing and Documentation and Digital Media Courses. The final project is to organize an Exhibition featuring the work for students produced in FIN 370.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-366 GLAZE SCIENCES 1**

*12 hours, Includes Lecture and Studio Time*

In this course we will study the many different minerals and metallic oxides that go into glazes, and the roll each can play. Topics covered will include material comparison tests, line blends, triaxial blends, flux variations to raise or lower melting temperature, colour possibilities with different metals, and creating shiny, satin or matte surfaces. The emphasis will be on high temperature glazes and it will tie in with FIN 347.



**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-367 GLAZE SCIENCES 2**

*12 hours, Includes Lecture and Studio Time*

This course will build upon FIN 366 and will focus on mid range and low temperature glazes. Topics covered will include the different balance of materials needed for lowering melting temperatures, colours possibilities with different metals, and creating shiny, satin or matte surfaces. Glaze calculation software will be covered, and colour development explored.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-368 GLAZE SCIENCES 3**

*20 hours, Includes Lecture and Studio Time*

This course will build on FIN 367 and tie in with FIN 370. The course will further explore glaze calculation software and its usefulness in material substitutions, glaze recipe organization, and batch pricing. Emphasis will be placed on colour development and each student will create a personal pallet of glazes, and begin to specialize on a firing technique.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-370 PORTFOLIO DEVELOPMENT**

*72 hours, Includes Lecture and Studio Time*

This course will bring together the knowledge and skill development gained in previous courses. The aim is to design and develop a line of work of a high enough quality to enter the market place. Students will be challenged to produce good designs, consider the technical requirements for production and finally to make and fire the work.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-371 PROFESSIONAL POTTERY WORK EXPERIENCE PRACTICUM**

*240 Hours, Practicum*

This practicum-based course offers students the opportunity to participate in the day to day operations of a pottery business. Students will experience firsthand the organization of a workshop and the many skills needed to successfully

operate a professional pottery business.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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## **FIN-372 POTTERY RESIDENCY AT MEDALTA**

*240 Hours, Practicum*

This course requires the student to register in the International Residency Program at Medalta. During the residency students can develop and expand their portfolio of ceramic work, develop new ideas and learn new production techniques. The spacious facilities and well-equipped workshops at Medalta attract many professional potters to the residency program.

**Prerequisite(s):** Admission to the Professional Potter Advanced Diploma Program

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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 to deadlines, learn invoicing and record keeping as well as promotional techniques.

**Prerequisite(s):** Admission to the Professional Photography Program

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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

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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.

**Prerequisite(s):** Admission to the Professional Photography Program

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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

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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 the Professional Photography Program

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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):** C in ENG 034 or placement testing

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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

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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 one of ENG 096, ENG 098 ESL 090, or Provincial English 12, or placement testing.

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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 Nuu-chah-nulth are culturally engaging and current to promote understanding of local issues and interests.

**Prerequisite(s):** C+ in one of ENG 060, ENG 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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## **FOR-040**

### **FORESTRY FIELD SKILLS**

*30 Hours*

Forestry field skills are fundamental for all positions which involve working in the outdoors. The course provides a very practical overview to skills for outdoor preparedness including outdoor survival, field navigation, GPS operations, orienteering, radio use and four wheel drive safety awareness.

**Prerequisite(s):**

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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

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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

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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

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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

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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

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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

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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 francais langue

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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

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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):** C in Provincial English 12 or ENG 060, ENG-096, ENG 098, ESL 090, or placement testing and FRE 266.

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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):** C in Provincial English 12 or ENG 060, ENG 096, ENG 098, or

ESL-090, or placement testing and FRE 266.

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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):**

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## **GENI-9320 TOURISM AND HOSPITALITY INDUSTRY EVENT**

This event is open to Tourism and Hospitality Managers, Owners, Operators and key staff. It is an opportunity to hear speakers on topics ranging from social media, marketing and HR issues. Kevin Walker, from the Oak Bay Beach Hotel & Spa in Victoria is the keynote speaker. Join us at the Crown Isle Golf Resort on March 20, 2014 from 2:00 to 5:30 pm. Agenda: 2:00 pm - Arrival & Check In 2:30 pm - Speakers 4:30 pm - Networking/Reception For further information contact: Jonelle Knowles 250-334-5000 Ext. 4046 [jonelle.knowles@nic.bc.ca](mailto:jonelle.knowles@nic.bc.ca)

**Prerequisite(s):**

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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

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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 060, ENG 096 ENG 098 or Provincial English 12, or placement testing

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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

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## **GEO-111 ENVIRONMENT, SOCIETY AND SUSTAINABILITY**

*Distance (D), 3 credits*

GEO 111 focuses on the complex relationships between people and the environment. With emphasis on the ecosystems approach, it looks at the impacts on human activity and resource exploitation on the environment, and considers the potential for a sustainable society. Topics covered include; energy flow, biogeochemical cycles, ecosystem structure and dynamics, climate change, water resources, marine resources, biodiversity loss, protected areas and endangered species, human population growth, Ecological Footprint Analysis, and environmental world views.

**Prerequisite(s):** C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090, or assessment.

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## **GEO-112 INTRODUCTION TO HUMAN GEOGRAPHY**

*Distance (D), 3 credits*

GEO 112 critically examines the complex relations between people and places through key themes and concepts in the cultural, urban and economic fields of human geography. Topics to be studied include: local and popular cultures and landscapes, disappearing peoples, concepts of nature, the agricultural revolutions, global agricultural restructuring, agribusiness, food security, urban and suburban processes, development issues in the less developed world, barriers to and the costs of economic development, globalization, deindustrialization, and social change in the world system.

**Prerequisite(s):** C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090, or assessment.

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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):** C in one of ENG 096, ENG 098, ESL 090 or Provincial English 12, or placement testing.

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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):** C in one of ENG 096, ENG 098, ESL 090 or Provincial English 12, or placement testing.

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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):** Any first year GEO course

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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):** Any first year GEO Course

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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 or GEO 106 or GEO 111

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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):** Any first year GEO Course

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## **GPS-020 ADVANCED GPS**

This course is designed to provide GPS users with advanced skills suitable for outdoor recreation trip planning and industry applications for field projects. Students will explore advanced features of handheld GPS use and discover new methods of using GPS data including, overlays on Google Earth, integration into internet mapping applications, and other ways to utilize the data collected. Students should be familiar with use of GPS and be able to mark and navigate to waypoints and operate various functions on the GPS unit. Techniques that will be covered include collecting field GPS data such as waypoints, routes and tracks, and GPS photo tagging. Additional time inside will be used to explore various online mapping tools and plotting field data into different internet mapping

applications.

**Prerequisite(s):**

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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

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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

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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

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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

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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 a promote the comfort, safety and independence of individuals in community and facility contexts.

**Prerequisite(s):** Admission to the Health Care Assistant Program

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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

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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

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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

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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.

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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.

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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

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG098 or ESL 090, or Provincial English 12 or placement testing. HIS 111 recommended.

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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 096, ENG 098 or ESL 090, Provincial English 12, or placement testing

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098, ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, Provincial English 12, or placement testing.

## **HIS-205 TRAVELS IN TIME**

*200 hours = 9 hrs. lecture, 9 hrs. seminar, plus 12-21 days travel, 3 credits*

Those who would dare are invited to step into the North Island College time machine. Walk the streets of ancient Pompeii. Contemplate the accomplishments of Incan Civilization from the heights of Machu Picchu. Listen for the sound of the Minotaur below as you stand in the palace at Knossos. This course combines intensive study of one historical theme or civilization with a two-to-three-week international tour. Typically, Travels in Time will only be offered in the Spring semester and will feature a short series of preparatory lectures and seminars followed by the trip. The class will conclude with a couple of meetings upon the group's return. The academic demands in HIS 205 will be significant but are meant to accentuate rather than to detract from the travel experience.

**Prerequisite(s):** C minimum in one of ENG 060, ENG 096, ENG 098, ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL 090, Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL-090, English Provincial 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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-096, ENG 098 or ESL-090, or Provincial English 12, or placement testing. 1st year Canadian History recommended but not required.

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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 096, ENG 098 or ESL 090, Provincial English 12 or placement testing.

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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

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**HMC-100****SAFE WORK PRACTICES**

*18 Hours*

Apply safety procedures and hazard recognition within the shop environment.

**Prerequisite(s):**

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## **HMC-102 PROCESS TECHNICAL INFORMATION**

*7 Hours Lecture, 5 Hours shop*

Introduction to record keeping, report writing and using various resources to course information such as parts and servicing documents.

**Prerequisite(s):**

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## **HMC-103 TOOLS AND EQUIPMENT**

*26 Hours Lecture, 37 Hours Shop*

Introduces students to various hand tools, power tools and shop equipment.

**Prerequisite(s):**

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## **HMC-104 RIGGING, LIFTING & MOVING LOADS**

*14 hours lecture, 17 hours shop*

Introduction to safe lifting, rigging, jacking, blocking and moving of loads.

**Prerequisite(s):**

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## **HMC-105 HOSES, FASTENERS & FITTINGS**

*13 hours lecture, 16 hours shop*

Introduction to various hoses, fasteners, fittings and tubing used in the mechanics trade.

**Prerequisite(s):**

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## **HMC-106 WELDING**

*16 hours lecture, 39 hours shop.*

Introduction to basic welding and cutting procedures for mild steel processes.

**Prerequisite(s):**

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**HMC-107**  
**EQUIPMENT OPERATIONS**

*10 hours lecture, 20 hours shop*

Introduces best practices for starting, moving, stopping and shutting down heavy equipment and operating forklifts.

**Prerequisite(s):**

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**HMC-108**  
**WIRE ROPES**

*4 hours lecture, 2 hours shop*

Service wire rope used in winches and various applications.

**Prerequisite(s):**

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**HMC-109**  
**AIR & HYDRAULIC BRAKE SYSTEMS**

*60 hours lecture, 70 hours shop*

Introduces students to air, hydraulic and specialty braking systems.

**Prerequisite(s):**

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**HMC-110**  
**HYDRAULICS**

*50 hours lecture, 19 hours shop*

Introduces students to basic hydraulics systems, operations maintenance and troubleshooting.

**Prerequisite(s):**

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**HMC-111**  
**DIESEL ENGINE REMOVAL & INSTALLATION**

*4 hours lecture, 50 hours shop*

Introduces students to proper procedures for removal and installation of diesel engines.

**Prerequisite(s):**

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**HMC-112  
FLUIDS & LUBRICANTS***7 hours lecture, 3 hours shop*

Introduction to fuels and lubricants used in the heavy mechanical trades.

**Prerequisite(s):**

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**HMC-113  
ENGINES & SUPPORTING SYSTEMS***8 hours lecture, 9.5 hours shop*

Introduction to the various engine support systems including cooling, lubrication and air induction systems.

**Prerequisite(s):**

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**HMC-114  
GASOLINE FUEL SYSTEMS***5 hours lecture, 1 hour shop*

Introduction to gasoline fuel systems for internal combustion engines.

**Prerequisite(s):**

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**HMC-115  
DIESEL FUEL SYSTEMS***6 hours lecture, 2 hours shop*

Introduction to diesel fuel systems including maintenance.

**Prerequisite(s):**

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**HMC-116  
ELECTRICAL SYSTEMS***82 hours lecture, 44 hours shop*

Introduces students to heavy equipment electrical systems.

**Prerequisite(s):**

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**HMC-117  
DRIVELINES & FINAL DRIVES***14 hours lecture, 29 hours shop*

Introduces students to drive line and final drives systems including operation and servicing.



**Prerequisite(s):**

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### **HMC-118 STANDARD TRANSMISSIONS & CLUTCHE**

*13 hours lecture, 24 hours shop*

Introduces students to basic power transmissions and clutches.

**Prerequisite(s):**

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### **HMC-119 POWERSHIFT TRNSMSSIONS & TORQUE CONVERTRS**

*7 hours lecture, 5 hours shop*

Introduces student to powershift transmissions and torque converters including operation testing and servicing.

**Prerequisite(s):**

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### **HMC-120 BEARINGS AND SEALS**

*6 hours lecture, 6 hours shop*

Introduces student to bearings and seal removal, installation and maintenance.

**Prerequisite(s):**

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### **HMC-121 PROTECTIVE STRUCTURES & UNDERCARRIAGES**

*20 hours lecture, 37 hours shop*

Introduces student to identifying protective structures and undercarriages including diagnosing and servicing.

**Prerequisite(s):**

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### **HMC-122 STEERING SUSPENSION & TRAILER GEAR**

*81 hours lecture, 81 hours shop*

Introduces student to diagnosing and repairing steering, suspension and trailer systems.

**Prerequisite(s):**

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**HMC-123  
HEATING & REFRIGERATION SYSTEMS***28 hours lecture, 17 hours shop*

Introduces student to diagnose, service and repair heating and refrigeration systems.

**Prerequisite(s):**

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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

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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):**

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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.

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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):**

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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.

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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.

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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".

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### **HSR-160**

#### **ACTIVITY ASSIST- FRAMEWORK FOR PRACTICEPLA**

This course assists students in understanding their role as an Activity Assistant. The students are introduced to the concept of activity and how it influences and is influenced by the components of health, age, interests, values and environment.

**Prerequisite(s):** Admission into the Activity Assistant Program.

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### **HSR-161**

#### **ACTIVITY FOR WELL-BEING ACTIVITY ASSISTANT CERTIFICATEPLA**

This course builds on HSR 160 and assists the student to gain knowledge and skills that will allow them to function effectively in the Activity Assistant role. This course emphasizes a client centred approach and effective communication skills in planning and implementing activities that promote optimal well-being of clients, both individually and in groups.

**Prerequisite(s):** Admission into the Activity Assistant Program.

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### **HSR-162**

#### **PROGRAMMING FOR INDIVIDUALS WITH COGNITIVE IMPAIRMENTSPLA**

Students will enhance their knowledge of dementia, especially Alzheimer's disease. This course provides strategies for activity involvement with the cognitively impaired client.

**Prerequisite(s):** Admission into the Activity Assistant Program

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### **HSR-170**

#### **PRACTICE EXPERIENCE 1PLA**

This course provides students with an opportunity to apply the knowledge and skills gained from theory courses while working with adults in a variety of settings. The focus will include the use of creative problem-solving processes in the provision of activities that maintain or enhance client's well-being.

**Prerequisite(s):**

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## **HSR-171 PRACTICE EXPERIENCE 2PLA**

This practicum provides the students with the opportunity to integrate the theory and skills learned during the Activity Assistant Program. It consists of 90 hours of supervised practice in a variety of case settings. The student will use creative, client-centered processes for planning and implementing activities that maintain or enhance client well-being.

**Prerequisite(s):** Admission into the Activity Assistant Program.

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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

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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

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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

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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

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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

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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

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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

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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

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## **HSW-174**

### **HUMAN SERVICE PRACTICE EXP II**

*30 hours/week practicum placement for 6 weeks + 3 hours seminar/week, 4 credits*

This full-time, six week practice experience completes the final component of the Community Support Worker and Education Assistant training. Students are placed in an agency, facility or educational setting, supporting individuals with a physical, cognitive, or psychiatric disability. Students must successfully complete this practice experience at an employment readiness level in order to receive their certificate.

**Prerequisite(s):** C in all 2nd term HSW courses

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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

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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

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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

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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

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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



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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

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## **HUC-100 HOSPITAL UNIT CLERK - OVERVIEW**

*9 hours lecture, .5 credit*

This course is designed to give an overview of the program and the skills needed to work in this field. Course outlines will be reviewed.

**Prerequisite(s):** Admission to the Hospital Unit Clerk Certificate Program

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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

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## **HUC-103 INTRODUCTION TO PHARMACOLOGY**

*48 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

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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

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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

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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

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## **HVA-100 HEAVY DUTY EQUIPMENT TECH APPR - LV 1**

*300 hours*

This is the Level One of the four year Heavy Duty Equipment Technician Apprenticeship. This 10 week course covers the following occupational skills Brakes, Hydraulics, Electrical, Frames, Steering and Suspension. Trailers, Heating and Air-conditioning and Structural components as it relates to heavy equipment.

**Prerequisite(s):** ITA Registered Apprentice and successful completion of Module One or Foundation Program.

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## **HVA-200 HEAVY DUTY EQUIPMENT TECH APPR - LV 2**

*240 hours*

NOTE: Effective start date January 2015. This is the Level Two of the four year Heavy Duty Equipment Technician Apprenticeship. This 8 week program covers the following occupational skills; Electrical, Engines and Supporting Systems as it relates to heavy equipment.

**Prerequisite(s):** ITA Registered Apprentice and successful completion of Module One or Foundation Program. (HVA 100)

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## **HVA-300 HEAVY DUTY EQUIPMENT TECH APPR - LV 3**

*180 hours*

Note: This course is effective September 2015. This is the Level Three of the four year Heavy Duty Equipment Technician Apprenticeship. This 6 week program covers the following occupational skills; Power Trains and Power Transfer systems as it relates to heavy equipment.

**Prerequisite(s):** ITA Registered Apprentice and successful completion of Level 2 Heavy Duty Apprenticeship Training. (HVA 200)

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## **HVA-300 HEAVY DUTY APPRENTICESHIP LEVEL 3**

*180 hours*

Note: This course end date is June 2015. As prescribed by Industry Training Authority.

**Prerequisite(s):** ITA Registered Apprentice and successful completion of Level 2 Heavy Duty Apprenticeship Training. (HVA 200)

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## **HVA-400 HEAVY DUTY EQUIPMENT TECH APPR - LV 4**

*120 hours*

NOTE: This course is effective May 2015. This is the Level Four of the four year Heavy Duty Equipment Technician Apprenticeship. This 4 week program covers the following occupational skills; Hydraulics, Electrical, Frames, Steering, Suspension and Structural Component systems as it relates to heavy equipment.

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

## **HVA-400 HEAVY DUTY APPRENTICESHIP LEVEL 4**

*180 hours*

This Level Four Apprenticeship follows the "old" curriculum prior to the changes mandated in Fall of 2013. Students will be servicing bearings, hydraulic retarders, all power train components as well as air conditioning systems.

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

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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.

**Prerequisite(s):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG098 or ESL-090, or placement testing.

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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

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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

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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

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG-098 or ESL-090, or placement testing.

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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 and DHTML. A course project is a required component of the course.

**Prerequisite(s):** IMG 110

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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

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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):** C in Provincial English 12 or one of ENG 060, ENG 096, ENG-098 or ESL-090, or placement testing

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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

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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

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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

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## **IMG-204 INTRODUCTION TO PROGRAMMING IN SWIFTPLA**

*3 Hours Lecture, 1 Hour Lab, 3 credits*

This course provides an introduction to essential skills for development of iPhone, iPad, and iPod applications using the Swift programming language. Principles of a correct object-oriented design and implementation will be emphasized to develop tested and reusable high quality code. The course will also cover elements of the Cocoa and Foundation Framework.

**Prerequisite(s):**

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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

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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

## **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

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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.

**Prerequisite(s):** IMG 110, IMG 111

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## **IMG-214 IOS APPLICATION DEVELOPMENT**

This course introduces iOS application development for iPhone, iPod and iPad. Topics covered include iOS application development environment, MVC concepts, use of storyboard in build multiple-scene user interfaces, programming of user interactions, accessing device resources and external services. It also includes debugging and testing applications on a simulator and on real devices. . An iOS application development project is an important component of the course.

**Prerequisite(s):** C in IMG 204

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## **IMG-215 ANDROID APPLICATION DEVELOPMENT**

This course introduces Android application development for mobile Android devices. Installation and configuration of Eclipse IDE for Android application development will be covered. Android activities, intents, and an application life cycle will be used together with the model-view-controller in implementing mobile applications. Applications developed in this course will be tested and debugged



using both Android emulator and a real Android mobile device. A final course project and its demonstration are important parts of this course.

**Prerequisite(s):** C in CPS 100

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## **IMG-220**

### **INTRODUCTION TO SOCIAL MEDIA PL**

The adoption of social media by both individuals and organizations has triggered a shift in marketing practices globally. This introductory course will present current channels, tools and technologies that are used in social media. It will look at marketing, monetization, strategies, monitoring, metrics and governance. This course aims to provide students with the knowledge and skills to effectively explore the opportunities and challenges associated with the use of social media channels and platforms - including those associated with enriched business communication, marketing strategies, and enhanced brand experience.

**Prerequisite(s):** C in Provincial English 12, ENG 060, ENG 096, ENG 098. ESL 090; or placement testing.

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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

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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. GIT software version control system will be used. Other selected emerging web development technologies may also be explored.

**Prerequisite(s):** IMG 110 and IMG 111

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**IMG-250  
WEB GAME DEVELOPMENT***3 hours lecture, 1 hour lab, 3 credits*

This course introduces the design and development of web games using html5, css3, and JavaScript. 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):** C in IMG 111

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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

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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.

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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

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## **INT-171 DIRECTED ACADEMIC/ CAREER ENGLISH STUDIES**

*3 credits, 45 hours Lec*

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest.

**Prerequisite(s):** Students must have English as a second or additional language. Students must be registered in other courses at the UT/ Career Program level.

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## **INT-172 DIRECTED ACADEMIC/ CAREER ENGLISH 2 STUDIES**

*3 credits, 45 hours Lec*

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest. This course is appropriate for students who speak and use English as an additional language.

**Prerequisite(s):**

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## **INT-173 DIRECTED ACADEMIC/ CAREER ENGLISH 3 STUDIES**

*3 credits, 45 hours Lec*

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest. This course is appropriate for students who speak and use English as an additional language.

**Prerequisite(s):**

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**JMA-010**  
**CHAIN MAKING***18 hours*

This course explores the world of chain making; an ancient art and one that is as popular today as ever! Create one-of-a-kind chains, using hand tools and basic soldering techniques. Choose from many styles of clasps to create a chain bracelet that is wearable and unique. Learn basic silversmithing techniques in the process.

**Prerequisite(s):****JMA-011**  
**FINE SILVER CLAY (PMC)***28 hours*

Experience a different approach to working with metal! Create silver jewellery (or miniatures) with metal "clay" - an innovative material that can be modelled, molded, and worked similar to potter's clay. Learn to construct flat and hollow forms, experiment with a variety of "implants" (fine silver wire, synthetic stones, china shards, etc.), and produce pieces from press molds of your own creation. Learn about the different types of metal clays, their most suitable applications, and their specific sintering (firing) requirements. Finishing techniques will also be covered, and surface options introduced (oxidizing, torch enamelling, and keumbo technique for detailing with 24k gold).

**Prerequisite(s):****JMA-012**  
**LOW TECH (PRIMITIVE) CASTING FOR JEWELLERY***18 hours*

Casting is as important to jewelers today as it was thousands of years ago. In this class you will learn a variety of low-tech casting methods. Hands-on experience includes cuttlefish, sand-casting, and ingots. There will be a demonstration of centrifugal casting using a hand sling, and steam casting. You will also learn how to create a low-tech kiln.

**Prerequisite(s):****JMA-013**  
**METAL FORMING AND HAMMERING***28 hours*

Explore the plasticity of metal with silversmithing techniques using hammers to form 3D shapes. Using copper, brass, or silver, learn the basics to forge and stretch barstock into bangles, rings or spoons, and to sink and raise shallow bowls in sheet metal and shell construction. These techniques provide a background for future custom fabrication projects - and are loads of fun!

**Prerequisite(s):**

## **JMA-014 WIRE JEWELLERY**

*18 hours*

Both beginners and established jewellery makers can create wonderful wearable art using simple hand tools and a touch of imagination! Learn the basics of wire manipulation, including straightening, bending, wrapping, twisting, and forging. Gain valuable "hands on" experience making samples of ear wires, earrings, pendants, neck hoops, connectors, clasps, and more - then create your own unique pieces! Students will also be introduced to the basics (and possibilities) of working with square wire.

**Prerequisite(s):**

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## **JMA-015 CREATING JEWELLERY AND SMALL SCULPTURE WITH LOW TECH CASTING**

*21 hours*

Casting is as important to jewellers today as it was thousands of years ago. In this class you will have hands-on experience with a variety of low-tech casting methods including cuttlefish, sand casting, and pouring ingots. Through your experimentation with these techniques in the class, you will produce pendants, earrings, and or rings in both silver & pewter. As a bonus you will learn how to create a low-tech kiln, a variety of casting equipment and try rudimentary forms of lost wax (hand sling, and steam) casting. A booklet on Casting & Tool Making is also included.

**Prerequisite(s):**

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## **JMA-016 HOLLOWFORM RINGS**

*21 hours*

Rings are fun to make! In this class you will learn the essential skills to work with metal and create rings: shaping piercing, texturing, soldering and using the rolling mill. Turn a flat piece of stock into a fabulous hollowform ring of your own design. Metals (copper & silver) and stones will be provided and one of the two rings made in the class will have a bezel set stone of your choice.

**Prerequisite(s):**

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## **JMA-017 TORCH-CREATED SURFACES FOR JEWELLERY MAKING**

*28 hours*

Powerful organic and unexpected forms which are created with the use of a torch will enhance the toolbox of the creative jeweller and open unlimited design possibilities. You will have hands on experience creating textural surfaces using two different air-acetylene torch systems and alloys of precious metal. Gain experience with molecular changes in the metal, learn about melting points and

alloys, and learn to better control the torch through traditional techniques of fusing, granulation and reticulation. You will design and construct one fine silver pendant using the samples made in class.

**Prerequisite(s):**

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## **JMA-018 INTRO TO ART OF ENAMELLING**

*28 hours*

Explore the colourful art of enamelling! Learn about the various types of enamels, which metals work best (and how to prepare them), enamel preparation and application techniques (sifting and wet inlay), and how to fire enamels with a kiln or a torch. We will explore traditional techniques such as sgraffito, champlevé, and basse taille, as well as contemporary "over-glaze" techniques. Participants will produce samples of various enamelling techniques, and create one or more simple jewellery pieces. Previous jewellery experience is an asset but not essential.

**Prerequisite(s):**

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## **JMA-019 JEWELLERY MAKING WITH FOUND OBJECTS AND RECYCLED MATERIALS**

*21 hours*

Precious metals and gemstones have long been used for personal adornment, but so have alternative materials! Consider historic and contemporary examples - then work from a "3-D scrapbooking" perspective to design and create wearable pieces of personal significance, incorporating your own tiny treasures, recycled jewellery components, or even tin can imagery. Learn cold connection techniques to "put it all together" (rivets, tabs, wire wrapping, stitching, nuts & bolts, etc.), and develop an awareness of health and safety considerations when working with various organic and man-made materials. Students will be encouraged to try samples of several cold connection techniques before starting work on their projects. We will aim for two completed pieces during the workshop.

**Prerequisite(s):**

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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

**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

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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

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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

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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

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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

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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

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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

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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

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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

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## **LHA-100 LANDSCAPE HORTICULTURE APPRENTICESHIP - LEVEL 1 ENRICHED**

*240 hours*

This apprenticeship program is designed for people employed at landscape companies, municipal parks, golf courses, garden centres, nurseries, and other



related horticulture businesses. Horticulture Apprenticeship links learning and employment by providing apprentices the opportunity to further their education, while maintaining employment in the horticulture industry. An apprenticeship is established when an employer and employee complete, sign and register an apprentice and sponsor registration form with the Industry Training Authority (ITA). The ITA program outline has been developed and approved by the horticulture industry and North Island College has enriched the curriculum with additional topics on landscape maintenance and design, putting you a step ahead with extra skills that are attractive to employers. This program prepares you to take the ITA Level 1 exam towards the Landscape Horticulture Red Seal Certification.

**Prerequisite(s):** C in English 10, or ENG 034, or assessment.

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## **LHA-200**

### **LANDSCAPE HORTICULTURE APPRENTICESHIP - LEVEL 2 ENRICHED**

*240 hours*

This apprenticeship program is designed for people employed at landscape companies, municipal parks, golf courses, garden centres, nurseries, and other related horticulture businesses. Horticulture Apprenticeship links learning and employment by providing apprentices the opportunity to further their education, while maintaining employment in the horticulture industry. Registrants must have a sponsor in the field, an ITA ID#, and have successfully completed the Level 1 training. The ITA curriculum has been developed and approved by the horticulture industry and NIC has enriched the curriculum with additional topics on landscape maintenance and design, putting you a step ahead with extra skills that are attractive to employers. This program prepares you to take the ITA Level 2 exam towards the Landscape Horticulture Red Seal Certification.

**Prerequisite(s):** LHA 100

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## **LHC-101**

### **HORTICULTURE PRACTICESPLA**

Students will learn about personal safety in the workplace including how to select and use personal protective equipment and how to identify fire types and extinguishing methods. Potential work hazards including electrical, chemical, environmental and behavioural risks will be discussed. Students will practice safe and effective work habits required to maintain landscapes according to the appropriate level as specified in the BC Landscape Standard.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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## **LHC-101**

### **HORTICULTURE PRACTICESPLA**

Students will learn about personal safety in the workplace including how to select and use personal protective equipment and how to identify fire types and extinguishing methods. Potential work hazards including electrical, chemical, environmental and behavioural risks will be discussed. Students will practice

safe and effective work habits required to maintain landscapes according to the appropriate level as specified in the BC Landscape Standard.

**Prerequisite(s):**

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## **LHC-102 HORTICULTURE EQUIPMENTPLA**

Students will be introduced to hand tools, power tools and measuring equipment used in horticulture. They will learn to identify engine components and practice procedures for identifying, selecting, using and maintaining tools and equipment. Safe operation of common power equipment and the use of personal protective equipment will be practiced.

**Prerequisite(s):**

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## **LHC-102 HORTICULTURE EQUIPMENTPLA**

Students will be introduced to hand tools, power tools and measuring equipment used in horticulture. They will learn to identify engine components and practice procedures for identifying, selecting, using and maintaining tools and equipment. Safe operation of common power equipment and the use of personal protective equipment will be practiced.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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## **LHC-103 HORTICULTURE ORGANIZATIONAL SKILLSPLA**

Students will learn about communicating effectively with co-workers and clients. Skills for managing time, stress, and ethical responsibility will be covered. Students will also examine organizational structure and the characteristics of an effective team. Relevant legislation and regulation in the horticulture industry will be presented. Considerations for running an effective horticulture business will be introduced through discussions with local landscapers and horticulturists.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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## **LHC-103 HORTICULTURE ORGANIZATIONAL SKILLSPLA**

Students will learn about communicating effectively with co-workers and clients. Skills for managing time, stress, and ethical responsibility will be covered. Students will also examine organizational structure and the characteristics of an effective team. Relevant legislation and regulation in the horticulture industry will be presented. Considerations for running an effective horticulture business will be

introduced through discussions with local landscapers and horticulturists.

**Prerequisite(s):**

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## **LHC-120 PLANT IDENTIFICATIONPLA**

Students will learn to identify a wide range of plants; their morphological characteristics, growing requirements, use and availability. Correct plant naming and identification terminology will be reviewed and students will learn how to use a dichotomous key to identify plants.

**Prerequisite(s):**

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## **LHC-120 PLANT IDENTIFICATIONPLA**

Students will learn to identify a wide range of plants; their morphological characteristics, growing requirements, use and availability. Correct plant naming and identification terminology will be reviewed and students will learn how to use a dichotomous key to identify plants.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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## **LHC-121 PLANT SCIENCE FOR HORTICULTUREPLA**

Students will learn plant morphological characteristics, life cycles, and adaptations as they apply to plant identification, plant propagation, arboriculture and turf maintenance. Students will work with fresh and preserved plant material to learn how basic botany relates to landscaping and the use of ornamental plants.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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## **LHC-121 PLANT SCIENCE FOR HORTICULTUREPLA**

Students will learn plant morphological characteristics, life cycles, and adaptations as they apply to plant identification, plant propagation, arboriculture and turf maintenance. Students will work with fresh and preserved plant material to learn how basic botany relates to landscaping and the use of ornamental plants.

**Prerequisite(s):**

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**LHC-122  
PLANT HEALTHPLA**

Students will learn about plant stress, pests, diseases and weeds. Established methods for controlling pests will be discussed.

**Prerequisite(s):**

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**LHC-122  
PLANT HEALTHPLA**

Students will learn about plant stress, pests, diseases and weeds. Established methods for controlling pests will be discussed.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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**LHC-130  
UNDERSTANDING SOILPLA**

Horticulturists need to understand physical, biological and chemical properties of soils and their effects on plant growth. Students in this course will examine soil and soil-less media samples to learn about their qualities, profiles and chemical characteristics.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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**LHC-140  
LANDSCAPE MAINTENANCE SKILLSPLA**

Students in this course will learn and practice the full range of skills needed for commercial landscape maintenance including maintaining a mixed shrub border, improving soil, transplanting established plants, and pruning woody plants.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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**LHC-140  
LANDSCAPE MAINTENANCE SKILLSPLA**

Students in this course will receive a broad overview of landscape maintenance skills while learning to maintain a mixed shrub and perennial border. Students will learn basic planting, pruning and transplanting skills and how to perform a site analysis. Seasonal and environmental variables will be assessed when practicing learned skills and equipment choice and safe work practices will be reviewed.

**Prerequisite(s):**

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**LHC-141**  
**LANDSCAPE DESIGN FUNDAMENTALSPLA**

Students will be introduced to the various aspects of landscape design, including basic site surveys, and identifying pleasing and functional designs. Students will analyse and interpret landscape plans and the symbols. The course will cover the use of trees, shrubs and perennials. Students will then practice drafting a planting plan, using the plants they have learned in the program.

**Prerequisite(s):**

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**LHC-141**  
**LANDSCAPE DESIGN FUNDAMENTALSPLA**

Students will be introduced to landscape design considerations and learn to recognize effective functional landscape design. The difference between functional and aesthetic requirements will be discussed, and students will learn how to address common design problems while considering low maintenance and sustainable choices. The importance of landscaping in enhancing financial investment and pleasure in a home will be discussed.

**Prerequisite(s):** Admission to the Landscape Horticulture Fundamentals Certificate Program

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing,

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## **LIB-210**

### **TOPICS IN WORLD CIVILIZATION**

*1.5 hr Lecture + 1.5 hr Seminar, 3 credits*

The topic for Winter 2015 will be Rome From Romulus To The Renaissance. Provides an intensive introduction to the culture and history of a particular world region or to a comparative global theme. Although the topics will vary from year to year, an integrated interdisciplinary approach, core readings of primary texts and student learning through participatory seminars and extensive critical written analyses will be recurring constants. Open to all students as an elective, the course may be coordinated with upcoming Spring Study-Abroad Field Schools.

**Prerequisite(s):** C in one of ENG 060, ENG 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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## **LOG-015**

### **COASTAL LOG SCALING - THEORY**

*Reserved for students of the Coastal Log Scaling program.*

The program prepares the participant for the Ministry of Forests theoretical Coastal Log Scaling Examination. It includes familiarization with the industry, theory of log measurement, review of necessary math skills, use of scale sticks and recording scale sheets or slips, maintenance of equipment, identification of commercial log species and scaler safety.

**Prerequisite(s):**

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## **LOG-016**

### **COASTAL LOG SCALING - PRACTICAL**

*Reserved for students of the Coastal Log Scaling program.*

This full-time course is comprised of fieldwork with the majority of time being spent in the field and at log sort locations. The course prepares participant for the Ministry of Forests practical Log Scaling Examination. Includes application of the theory of log measurement, application of math skills, use of scale sticks and recording scale sheets or slips, maintenance of equipment, identification of commercial log species, scaler safety, and the practical application of the BC Grading Rules.

**Prerequisite(s):**

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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

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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

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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

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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

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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

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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

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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 six modules, which cover Arithmetic and Estimation, Signed (Rational) numbers, Ratio and Proportion, Percent, Measurement and Perimeter, Area and Volume within six modules.

**Prerequisite(s):** MAT 029 or mathematics skills assessment

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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 Polynomials, Factoring, Equations, Linear Equations and Graphing; Powers, Roots, and Scientific Notations; Trigonometry.

**Prerequisite(s):** MAT 033 or mathematics skills assessment

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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

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**MAT-037**  
**DIRECTED MATH STUDIES MATHEMATICS II***150 hours 3 credits*

Course content will be determined by individual learning plan developed jointly by student and instructor. The focus will be on developing math proficiency of the student to enable them to be successful within their trade program of study.

**Prerequisite(s):** Instructor permission. Currently registered in a NIC Course.

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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 MAT 053.

**Prerequisite(s):** C+ minimum in Mat 034 or Foundations of Mathematics and Precalculus 10, or placement testing

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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, Foundations and Pre-Calculus 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.

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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

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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 placement testing A review of the concepts of algebra (e.g. exponents, order of operations, factoring, rational expressions, expressions, exponents and equations solving) is strongly recommended before beginning the course.

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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

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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.

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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.

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## **MAT-122 LOGIC AND FOUNDATIONS**

*3 hours lecture, 3 credits*

This course primarily targets mathematics and computer science students. It presents foundational topics in mathematics, including methods of argument. Topics include proofs and logic, sets and relations, functions, integers, induction and recursion and principles of counting.

**Prerequisite(s):** MAT 181 or MAT 102 or MAT 151.

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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.

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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

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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

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**MEC-015  
SMALL ENGINE MAINTENANCE***36 Hours*

Learn theory, uses and operation of 2 and 4 stroke gas engines. Learn proper tool use and explore mechanical, electrical and fuel systems of small engines.

**Prerequisite(s):**

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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. Note: Students are required to present their Candidate Document Number (CDN) before a Transport Canada Certificate can be issued. You can apply for your number through Transport Canada [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_BO.pdf) or call 250-754-0244.

**Prerequisite(s):**

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**MED-031  
MARINE EMERGENCY DUTIES BASIC SAFETY (MED A1)***19.5 hours*

This course is designed for new entrants to the marine industry and for those personnel who have no formal training in marine emergency situations. Upon completion of this course the student will understand the hazards associated with the marine environment and their vessel, and the prevention of shipboard incidents, including fire. They will be able to raise and react to alarms and other emergencies, ensure that all seafarers are able to provide assistance in fire and abandonment emergency situations, and assist in their own survival and rescue. Note: Students are required to present their Candidate Document Number (CDN) before a Transport Canada Certificate can be issued. You can apply for your number through Transport Canada [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_BO.pdf) or call 250-754-0244.

**Prerequisite(s):**

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**MED-032  
MARINE EMERGENCY DUTIES SMALL PASSENGER VESSEL SAFETY (MED A2)***26 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 passengers to survive an emergency, maintenance of safety equipment, and safety record keeping. Note: Students are required to present

their Candidate Document Number (CDN) before a Transport Canada Certificate can be issued. You can apply for your number through Transport Canada [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_BO.pdf) or call 250-754-0244.

**Prerequisite(s):**

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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

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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

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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

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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

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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

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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

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## **MEH-106 WELDING**

*60 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

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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



**MEH-108  
WINCHES & WORKING ATTACHMENTS***35 hours*

This module introduces the student to winches and working attachments found on Heavy Equipment and Commercial Transport vehicles. Removal and replacement, as well as general servicing will be covered.

**Prerequisite(s):** Admission to the Heavy Duty/Commercial Transport Mechanics Program

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**MEH-109  
BRAKES***90 hours*

This module introduces the student to hydraulic brakes, air brakes, and specialty brakes found on Heavy Equipment and Commercial Transport vehicles. 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

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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

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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

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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

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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

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## **MEH-114 GASOLINE & ALTERNATE FUELS**

*25 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

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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

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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

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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

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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

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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

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**MEH-120  
BEARINGS & SEALS***20 hours*

This module introduces the student to bearings and seals as found on Heavy Equipment and Commercial Transport vehicles. 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

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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

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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

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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

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## **MIN-100 INTRODUCTION TO THE MINING INDUSTRY**

*31 hour lecture*

This course will introduce students to the mining sector. They will gain an understanding of the history of mining in Canada, the industries effect on the economy, current day mine operations, exploration opportunities, the methods of mining, and general mining terminology. Students will learn how the mining cycle is governed by the Health, Safety and Reclamation Code for Mines in British Columbia. They will gain knowledge of the definitions, duties and responsibilities, work refusal rights, discrimination, inspector rights and duties, as well as environmental regulations in the Health, Safety and Reclamation Code for Mines in British Columbia.

**Prerequisite(s):** Admission to the Underground Mining Essentials Certificate Program.

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## **MIN-101 MINING HEALTH AND SAFETY**

*33 hour lecture*

Students will gain knowledge of safe workplace practices and systems, learn the purpose and correct methodology behind Hazard Recognition and Emergency Preparedness, and will learn about Personal Protective equipment requirements

and specifications.

**Prerequisite(s):** Admission to the Underground Mining Essentials Certificate Program.

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## **MIN-102 FUNDAMENTALS OF MINING TECHNOLOGIES**

*50 hours lecture/ 8 hours lab*

Students will learn about the various ventilations systems and how they work, the types of gases that are encountered in a mining operation and the various detection methods used to provide a safe work environment. Students will also gain knowledge of the various ground control processes and support systems in today's mining world, learn about the geology of the earth and how it is impacted by the mining process, and develop an understanding of the basic elements of hydrology and the various water issues that are common in today's mining operations.

**Prerequisite(s):** Admission to the Underground Mining Essentials Certificate Program.

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## **MIN-103 INTRODUCTION TO MINING SKILLS**

*38 hours lecture/ 70 hours lab*

Students will gain knowledge and develop skills necessary to perform work operations in a mining setting. Guidelines, rules and regulations will be learned in the areas of Rigging, Blasting, Manual Drilling, Diamond drilling, the installation of mine services, staging and muck handling. Students will develop skills in the practical application for the various tasks performed at a simulated worksite or an underground mining worksite.

**Prerequisite(s):** Admission to the Underground Mining Essentials Certificate Program.

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## **MIN-104 EMERGENCY MINING PROCEDURES**

*55 hours lecture/ 5 hours lab*

Students will learn the steps necessary to react in the correct manner in an emergency situation. Students will gain knowledge of the processes and procedures for self rescue, the steps necessary to be safe during an evacuation, and to identify types of fire-fighting equipment and methods of fire-fighting in a mining environment. Students will gain industry certification in Surface Mine Rescue.

**Prerequisite(s):** Admission to the Underground Mining Essentials Certificate Program.

## **MIN-105 WORKSITE READINESS**

*50 hours lecture*

Students will gain the knowledge necessary to apply for work in the mining industry, learn skills to deal with conflict, practice workplace respect principles, and work co-operatively in a culturally diverse industry. Students will learn skills that are necessary to work in a mechanized mining environment.

**Prerequisite(s):** Admission to the Underground Mining Essentials Certificate Program.

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## **MJD-110 FUNDAMENTALS OF DESIGN 1**

*38.5 hours*

The goal of this course is to facilitate an understanding of the various processes involved in designing a piece of jewellery. Principles of design are explored and 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.

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## **MJD-111 NORTHWEST COAST ABORIGINAL JEWELLERY ART 1**

*44 hours*

This course will focus on students learning the traditional skill of engraving precious metals to produce both aboriginal and contemporary themed work. Students will learn to make their own engraving tools, practice hand engraving, and even try their hand on the Gravermax engraving system. Students will have the opportunity to explore the history of aboriginal design and the nature of Northwest Coast aboriginal art as it relates to jewellery making. The use of aboriginal designs and the political and cultural aspects of "appropriation" as it relates to aboriginal culture will be discussed.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

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## **MJD-112 METAL TECHNIQUES 1**

*108 hours*

Students will first learn some studio basics, including workbench set up and design, how to use the foredom effectively, and tips on the safe use of equipment and supplies. The course will then introduce the basic characteristics of metal used in jewellery making and a variety of tools and techniques used in working with metal. Specific metal techniques covered will include piercing and riveting, surface treatments, soldering, bezel setting, and band rings. Finishing

and polishing metal pieces will also be covered. Additional techniques may be covered depending on the expertise of the instructor(s) and the interest of the students. Assignments will be given under each technique learned.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

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## **MJD-113 METAL CASTING 1**

*49.5 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 be introduced to rubber molds and explore lo-tech casting techniques such as cuttlebone casting and sand casting.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

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## **MJD-114 DRAWING AND RENDERING**

*45 hours*

Students will explore basic drawing techniques and apply them to the design of jewellery. The focus is on providing students with skills required for design, in order to produce coherent and expressive rendering/ illustrations of their own unique pieces of jewellery, in both black and white, and in colour.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

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## **MJD-115 FINAL PROJECT 1**

*45 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. Students will start to assemble a digital or pictorial portfolio, using the in-studio photo booth. The working logbook, as a project time-management tool, will be introduced.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

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## **MJD-120 FUNDAMENTALS OF DESIGN 2**

*38.5 hours*

This course will take the design concepts learned in Fundamentals of Design 1 and expand on them, giving students the chance to think about their design in different ways. It will continue to focus on individual creativity through the use of their sketchbooks. Students will learn how to break down a design into various components, how to do presentation drawings, and how to produce jewellery designs for specific jewellery projects. There will also be an historical overview of jewellery designs included in this course.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 110.

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## **MJD-121 NORTHWEST COAST ABORIGINAL JEWELLERY ART 2**

*44 hours*

This course will be a continuation of Northwest Coast Aboriginal Jewellery Art 1. Students will learn more about the history of aboriginal design and continue to work on engraving techniques in both contemporary and modern designs.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 111.

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## **MJD-122 METAL TECHNIQUES 2**

*104 hours*

This course is a continuation of Metal Techniques 1. Students will learn more about tools and techniques used in working with metal. Metal techniques covered will include repoussage and tool making, intermediate stone setting, and additional ring styles. There will be an opportunity to explore forming and electrolytic colouring and plating. Students will also be introduced to other materials used in the production of jewellery. Additional techniques may be covered depending on the expertise of the instructor(s) and the interest of the students.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 112.

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## **MJD-123 METAL CASTING 2**

*44 hours*

As a continuation of Metal Casting 1, this course expands on 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. Students will also learn about alloys used in jewellery making and how to make a metal ingot.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 113.



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**MJD-124**  
**GEMMOLOGY***38 hours*

Gemstones are an intrinsic part of making jewellery and in this course students will learn about the crystal structure and classification of the most commonly used stones, as well as the difference between natural and synthetic stones. Students will study the various lo-tech methods for identifying precious stones, both mineral and organic. Participants will have the opportunity to do some in-depth research into a gemstone of their choice.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program.

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**MJD-125**  
**FINAL PROJECT 2***45 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. New techniques and equipment may be explored depending on student interest and the direction of student projects. Students will also learn how to display and present their work professionally, and the course will culminate in an event where students will have the opportunity to display their work from the entire program to the public.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 115.

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**MJD-126**  
**BUSINESS PRACTICES FOR JEWELLERY ARTISTS***16.5 hours*

Students will review the business side of jewellery making including tips for those who wish to be self-employed, legal and ethical considerations when dealing with precious metals and stones, marketing techniques, and business administrative skills. Opportunities in the field will also be discussed.

**Prerequisite(s):** Admission into the Metal Jewellery Design Certificate Program and completion of MJD 115.

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**MVF-010**  
**MOTOR VEHICLE TRAFFIC CONTROL**

**Prerequisite(s):**

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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 British Columbia Construction Safety Association. Ask for an information sheet when registering.

**Prerequisite(s):**

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## MVO-069 TRANS OF DANGEROUS GOODS- COMPREHENSIVE

This course is designed to provide comprehensive training for all people involved in the handling and/or transportation of dangerous goods. Students will study the Transportation of Dangerous Goods Act and Regulations, study the information needed to effectively complete shipping documents and perform duties as consigners, transporters and handlers of dangerous goods. Using the TDG Clear Language Regulation the students will participate in hands on completion of shipping documents and effective search of the regulations to determine shipping requirements. Students will be tested in each of the eight areas of the Regulations. A certificate of training will be issued.

**Prerequisite(s):**

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## MVO-071 TRANSPORT OF DANGEROUS GOODS - ONLINE

This course provides shippers, handlers and drivers with a clear understanding of the basic transportation of dangerous goods, which meet the requirements of federal and provincial legislation. The flexible online format allows participants to complete the course at their own pace and convenience. Note: You must complete this course within 30 days. Email address required. Ask for information sheet when registering.

**Prerequisite(s):**

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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. Note: Students are required to present their Candidate Document Number (CDN ) before a Transport Canada Certificate can be issued. You can apply for your number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_BO.pdf) or call 250-754-0244.

**Prerequisite(s):**

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**NAU-006**  
**SMALL VESSEL OPERATOR PRACTICAL***8 hours*

Upon successful completion of this course the student will be able to apply the practical knowledge and skills necessary to operate a small commercial vessel.

**Prerequisite(s):**

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**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

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**NAU-013**  
**ORAL EXAM ON GENERAL SEAMANSHIP - PREPARATION***35 hours*

This course provides preparation and guidance for those applying to Transport Canada for an Oral Examination on General Seamanship. Topics will include the competencies and proficiencies expected of Master Limited, Master 150Ton and Fishing Master IV mariners. This course teaches students about the responsibilities of a Master under the Canada Shipping Act and applicable regulations. At the end of the course, students will be able to confidently communicate the vessel safety and prudent seamanship techniques applicable to their vessel and area of operation. Note: upon completion of the course, students are responsible for booking their Oral Exam directly with a Transport Canada examination centre.

**Prerequisite(s):**

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**NAU-014**  
**MASTER, LIMITED/ FISHING MASTR IV***105 hours*

This course is for those working towards their Master, Limited or Fishing Master Class IV certification. The Master Limited certificate is required by Masters of vessels up to 60 gross tonnage and is valid on passenger-carrying vessels, workboats and tugs of less than 60 gross tons. The Fishing Master IV certificate

is for Masters of fishing vessels of not more than 100 Gross Tons engaged on near coastal or sheltered waters voyages; or Officer in charge of the watch of a fishing vessel of any tonnage engaged on near coastal and sheltered waters voyages. This comprehensive course prepares mariners for writing two core Transport Canada exams; Navigation Safety Level 1 and Chartwork & Pilotage Level 1. Note: additional courses in Marine Emergency Duties, First Aid, Radio Operator, Simulated Electronic Navigation, Ship Construction and Stability and Oral Examinations are offered separately. Call 250-923-9750 for more info on these courses.

**Prerequisite(s):**

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## **NAU-016 RESTRICTED OPERATOR CERTIFICATE - MARITIME**

*7 hours*

This seven hour course will prepare you for the Department of Communications examination for the Restricted Operator Certificate (Maritime) (ROC-M).

**Prerequisite(s):** None

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## **NAU-021 SHIP CONSTRUCTION & STABILITY LEVEL 1**

*60 hours*

This course is designed for Commercial Fishermen seeking Fishing Master Class IV (FMIV) certification and who require preparation for the Ship Construction and Stability Level 1 exam. Upon completion, a student will be able to: describe aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, identify how fishing operations can compromise the stability of a vessel, know what is Centre of Gravity, Centre of Buoyancy, Metacentre, righting arms, the effect of water density on displacement. Candidates book their final examinations directly with a Transport Canada examination centre. Note: Those needing preparation for all of their core FMIV Transport Canada written exams should take the more comprehensive "Master, Limited/Fishing Master IV" course, which includes: Chartwork and Pilotage Level 1, Navigation Safety Level 1, Ship Construction and Stability Level 1. Additional courses such as Marine Emergency Duties (MED), Restricted Operator Certificate Maritime (ROC-M/MC), Marine First Aid, Simulated Electronic Navigation- Limited (SEN-L) and Oral Examination on General Seamanship- Preparation, are offered separately and not included in this course fee.

**Prerequisite(s):**

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## **NAU-022 SHIP CONSTRUCTION & STABILITY LEVEL 2**

*60 hours*

This course prepares fishermen applying to Transport Canada for Examinations on Ship Construction and Stability Level 2, as required for Fishing Master Class I, II and III certification. This course teaches aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, how fishing operations can compromise the stability of a vessel, Centre of Gravity, Centre of Buoyancy,

Metacentre, righting arms and the effect of water density on displacement. Students will also learn how to conduct practical calculations based on a vessel's stability data booklet. Candidates book their final examination directly with a Transport Canada examination centre.

**Prerequisite(s):**

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## **NAU-023 SHIP CONSTRUCTION & STABILITY LEVEL 3**

*60 hours*

This course prepares students for Transport Canada examination on Ship Construction and Stability Level 3, as required towards Master 150 and 500 Gross Tonnage certification. Students will learn about the design and construction of various types of vessels and be able to perform stability calculations and interpret data from hydrostatic tables and curves. The course covers topics such as stability terminology; transverse stability and trim calculations, stability data for vessels and tugs; survivability of the vessel in case of flooding and damage control; and maintaining watertight integrity. Mathematics, Geometry and Algebra to Grade 9 level, or equivalent, and basic computer and calculator skills are recommended. Candidates book their final examinations directly with a Transport Canada examination centre.

**Prerequisite(s):**

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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. Note: Students are required to present their Candidate Document Number (CDN) before a Transport Canada Certificate can be issued. You can apply for your number through Transport Canada [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1209-05\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1209-05_BO.pdf) or call 250-754-0244.

**Prerequisite(s):**

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## **NAU-031 METEOROLOGY LEVEL 1**

*30 hours*

This course provides preparation and guidance for students applying to Transport Canada for Examinations on Meteorology Level 1 for Fishing Master Class 2 and 3, Watchkeeping Mate, Chief Mate, Master 150 Ton, and Master 500 Ton.

**Prerequisite(s):**

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## **NAU-032 CHARTWORK AND PILOTAGE 2**

*30 hours*

This course prepares mariners for writing their Transport Canada Chartwork and Pilotage Level 2 exam, as required for Master 150Ton Domestic, Fishing Master 3rd Class, Chief Mate 500T Domestic and Watchkeeping Mate certifications.

This course provides skills and practical application in subjects such as determining the ship's position by use of landmarks, Aids to Navigation, the Buoyage System, dead reckoning, winds, tides, currents, estimated speed, plotting running fixes, keeping records and logs.

**Prerequisite(s):**

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## **NAU-033 GENERAL SHIP KNOWLEDGE LEVEL 3**

*30 hours*

This course provides preparation and guidance for students applying to Transport Canada for Examination on General Ship Knowledge 3. Students will become proficient in the reference and use of maritime legislation such as the Canada Shipping Act 2001, relevant regulations for safety of life and the environment, the Canadian Labour Code and related International Conventions and standards. Candidates book their final examinations directly with a Transport Canada examination centre.

**Prerequisite(s):**

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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).

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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):**

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## **NAU-051**

### **RESTRICTED OPERATOR CERTIFICATE - MARITIME COMMERCIAL**

*24 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.

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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

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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

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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

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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

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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

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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

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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

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## **NUR-170 HEALTH AND HEALING BRIDGE - INPLA**

This course is an introduction to the meaning of health including personal health, family health, community health and societal health. Participants examine significant theoretical and conceptual frameworks of health including health promotion, primary health care, prevention and determinants of health. Participants have the opportunity to identify personal resources and/ or challenges that impact health as well as recognize the diversity of beliefs, values and perceptions of health held by family and community health assessment. Participants will have opportunities to explore and critique various theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. The concept of assessment within the context of decision making is explored.

**Prerequisite(s):** Current registration as a LPN in British Columbia or Northwest Territories. NUR 173 can be taken as a Co-requisite.

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## **NUR-173 PROFESSIONAL PRACTICE BRIDGE - INPLA**

This course is an introduction to the profession and discipline of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a between practice, theory and research are explored. Participants have socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also

explored.

**Prerequisite(s):** Current registration as a LPN in British Columbia or Northwest Territories. NUR 170 can be taken as a Co-requisite.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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**NUR-404****NURSING PRACTICE VI: ENGAGING IN LEADERSHIP***1 hour seminar, 8 hours practice, 4 credits*

This nursing practice experience provides opportunities for participants to further develop their competencies in the areas of leadership, influencing and managing change, and the utilization of research for the purpose of promoting the health of individuals, families, communities and society, within the context of the Canadian health care system. This nursing practice experience focuses on participants' growth in their practice as professional nurses. They have opportunities to explore inter-professional practice and nursing leadership in the context of emerging Canadian and global health issues and trends.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

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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

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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.

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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

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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

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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):**

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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. Students under 19 require a parent/ guardian signed waiver. Picture identification must be brought to the 1st class.

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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. Students under 19 require a parent/ guardian signed waiver. Picture identification and current OFA Level 1 or 2 Certificate must be brought to class.

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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. Students under 19 years of age require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.

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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):** Students must be 16 years of age. Students under 19 require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.

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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.

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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). Students under 19 years of age require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.

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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. Please contact the First Aid Dept at 250-334-5092 to arrange to get course materials.

**Prerequisite(s):** To be eligible for a Paramedic in Industry Occupational First Aid Level 3 certificate a candidate must hold a current BC EMA License at the EMR, PCP or ACP level. Be at least 19 years of age before course starts Pre-reading and homework required, contact the First Aid Dept at 250-334-5092 to arrange to get course materials.

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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.

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## **PBA-100 PLUMBING APPRENTICESHIP LEVEL 1**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **PBA-200 PLUMBING APPRENTICESHIP LEVEL 2**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **PBA-300 PLUMBING APPRENTICESHIP LEVEL 3**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **PBA-400 PLUMBING APPRENTICESHIP LEVEL 4**

*180 hours*

As prescribed by ITA

**Prerequisite(s):** ITA Registered Apprentice

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## **PCA-100 PROFESSIONAL COOK 1**

*840 hours*

During Professional Cook 1 training, you'll gain the basic knowledge needed for a career in food preparation. Learn safety and sanitary standards, production procedures, menu planning, and the ordering and inventory of supplies. Gain knowledge of ingredients and nutritional properties, and how to prepare stocks, soups, sauces, vegetables, fruit, potatoes, pastas and farinaceous products. You'll learn to prepare dressings, salads, sandwiches, egg dishes and breakfast

cookery, dairy products and cheeses, principles of baking, pastries, desserts, quick breads, cookies, yeast products and beverages. You'll also learn how to cut, process, and prepare meats, poultry, fish and shellfish.

**Prerequisite(s):** Admission to the Culinary Arts Program

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## **PCA-200 PROFESSIONAL COOK 2**

*420 hours*

In addition to continued training in menu planning, ordering and inventory, Professional Cook 2 students gain valuable human resource and leadership skills, and learn about cost management and front of house procedures. Your training will include soups, sauces, vegetables and vegetarian dishes, potatoes, pastas and farinaceous products, meats, poultry, fish and shellfish, dressings, condiments, and salads. You'll also learn about hors d'oeuvres and appetizers, presentation platters, pastries, yeast products, cakes and tortes

**Prerequisite(s):** PCA100

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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

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing. PHI 100 may be taken before or after PHI 101.

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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-096, ENG 098, or ESL-090, or Provincial English 12, or placement testing. PHI 101 may be taken before or after PHI 100.

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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

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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 ENG-060, ENG-096, ENG-098, or ESL-090, or Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL-090, or Provincial English 12, or placement testing

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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 096, ENG 098, or ESL-090, Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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.

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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.

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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).

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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)

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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.

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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

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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

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## **PHY-170 ENGINEERING MECHANICS 1: STATICS AND DYNAMICS**

*3 hours lecture, 1.5 hours tutorial, 3 credits*



This course is an introduction to engineering mechanics for students planning to transfer into engineering at UBC. Students will study the statics, kinematics and dynamics of particles and rigid bodies. They will apply vector analysis to three-dimensional static-equilibrium problems, and differential and integral calculus to dynamics problems, as well as make use of Newton's laws and the concepts of impulse, momentum, work and energy. Students will focus on the analysis of practical mechanics problems in two and three dimensions.

**Prerequisite(s):** Prerequisite; MAT 181 MAT 133 Corequisite: MAT 182

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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):**

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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

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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

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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

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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

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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

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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

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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):**

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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

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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

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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

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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

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### **PNS-236 INTEGRATED NURSING PRACTICE 3**

*Lecture + Lab, 4 credits*

This practical course builds on the theory and practice from Level One and Level Two. Through classroom, laboratory, simulation, and other practice experiences, learners will continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.

**Prerequisite(s):** Successful completion of PNS Level 2 Courses

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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):**

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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

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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

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## **PNS-243 VARIATIONS IN HEALTH 4**

*Lecture, 4 credits*

This course will increase the learners understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including, nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses - the implications of these complexities will be addressed. Cultural diversity in healing practices will be explored as well as evidenced informed research and practice.

**Prerequisite(s):** Successful completion of PNS Level 3 Courses

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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

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## **PNS-246 INTEGRATED NURSING PRACTICE 4**

*Lecture + Lab, 4 credits*

This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences will help learners build on theory and practice from Levels One, Two, and Three to integrate new knowledge and skills relevant to the acute care setting.

**Prerequisite(s):** Successful completion of PNS Level 3 Courses

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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):**

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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

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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

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL-090, or Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing. POL 111 recommended

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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 096, ENG 098 or eSL 090, or Provincial English 12, or placement testing. POL 109 recommended

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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):** C in one of ENG 060, ENG 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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 one of ENG 060, ENG 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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):** C in one of Provincial English 12, ENG 060 or ENG 098; or assessment

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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

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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 biopsychosocial 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

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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

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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.

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## **PSY-218** **INTRO TO DATA ANALYSIS IN PSYCHOLOGY**

*3 hours lecture, 3 credits*

The course is an introduction to quantitative data analysis. Both descriptive and inferential statistical techniques will be explored. Students will be introduced to probability theory as well as hypothesis testing. Students will be given a conceptual and practical understanding of data analysis techniques used in experimental research psychology.

**Prerequisite(s):** C in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11 or MAT 053; or Math Assessment; And One of PSY 204, CRM 220, or SOC 220

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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

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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.

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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

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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

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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## **ROC-010**

### **RESTRICTED OPERATOR CERTIFICATE- AERONAUTICAL (ROC-A)**

This 7 hour course will prepare you for the Department of Communications examination for the Restricted Operator Certificate - Aeronautical (ROC-A).

**Prerequisite(s):**

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## **SCR-010**

### **INTRODUCTION TO SCREEN PRINTING**

*16 hours*

This course is designed to provide an applied introduction to the basic steps in the screenprinting process, making films and photo-stencils, mixing inks, setting up and printing simple jobs on paper, textiles and other materials. Participants

will apply their learning through the completion of an in-class print project under the guidance of the instructor. Note: Request a supply list.

**Prerequisite(s):**

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## **SCR-011 SCREEN PRINTING - POSTERS**

*16 hours*

This course is designed to provide an applied introduction to the production of a multi-colour poster. Participants will be introduced to film making, multi-colour registration, printing fine detail, plus a variety of production skills designed to increase confidence as a screen printer. The course includes an applied project providing participants with the opportunity to complete a production run of a multi-colour poster. Note: Request a supply list.

**Prerequisite(s):**

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## **SCR-012 SCREEN PRINTING - T-SHIRT AND TEXTILES**

*18 hours*

Building on skills from the Introduction to Screen Printing course, individuals interested in printing shirts or textiles can take a fabric oriented course. Learn to design for t-shirts, mesh selection, stencil-making for durability and pre-registration, colour mixing & ink types, printing on a carousel and step and repeat techniques. Participants will be encouraged to complete production runs of prototype products. Note: Request a supply list.

**Prerequisite(s):**

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing. SOC 110 strongly recommended

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## **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 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

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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

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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

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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.

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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

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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

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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

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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

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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.

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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

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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, ENG 096, ENG 098 or ESL 090, 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.

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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, ENG 096 ENG 098 or ESL 090; C+ in Principles of Math 11, Foundations of Math 11, Pre Calculus 11 or MAT 053; or Math and English placement testing.

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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.

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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.

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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.

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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

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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.

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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

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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

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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

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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

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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

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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

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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

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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

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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

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## **SSW-250**

### **ADVANCED PRACTICE EXPERIENCE SOCIAL SERVICES**

*30 hours/week practicum & 3 hours/week seminar for 8 weeks, 5 credits*

It is expected that the student enrolling in SSW 250: Advanced Practice Experience in Social Services is proficient in basic social service worker skills and is ready to move to a more challenging experience. 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

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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

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## **STS-101**

### **CITING AND REFERENCING SEMINAR CITING AND REFERENCING SEMINAR**

The focus of this seminar is Canadian post-secondary academic culture, in particular the expectations and rules of citation and reference. Students will acquire a better understanding of what constitutes plagiarism and cheating. They will learn the principles of proper documentation, and will apply these principles during the seminar while working on their academic assignments from other courses.

**Prerequisite(s):** Student must be registered in post-secondary course/ program.

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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

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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

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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

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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

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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

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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

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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

**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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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

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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):**

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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):**

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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)

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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. Certificates will be valid for 5 years from the date of issue.



**Prerequisite(s):**

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**TFS-030  
MARKETSAFE***8 hours*

MarketSafe is a food safety training program for farmers and producers who make, bake or grow products to sell at local farmers' markets, farm gates or other types of temporary food markets. MarketSafe was developed by the BC FOODSAFE Secretariat in partnership with the BC Association of Farmers' Markets, and is supported by the Regional Health Authorities, the BC Centre for Disease Control, and the BC Ministry of Agriculture and Lands.

**Prerequisite(s):**

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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

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**TGA-100  
GUIDING SKILLS 1PLA***3 credits*

This course introduces tools for establishing and maintaining physical and psychological safety considerations for effective outdoor guiding leadership, and further prepares students with the practical skills specific to field training experiences and industry expectations for risk and trip management.

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-101  
INTERPRETATION CULTUREPLA***3 credits*

The Interpretation course introduces the principles and skills for providing quality interpretation programs. Through a variety of in-class and in-the-field experiences, students develop their own style of interpretation along with a broad understanding of the rich natural and cultural heritage of coastal British Columbia.

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-103  
SEA KAYAKING 1PLA***2 credits*

This course introduces introductory skills and knowledge for sea kayak touring as a platform for further training and certification associated with becoming an instructor and/or guide in the sea kayaking industry. This prepares students with basic recreational paddling skills for organizing personal day trips and overnight outings and experiences in SKGABC Class 1 & 2 waters.

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-105  
CANOEINGPLA***2 credits*

The course is designed to develop tandem-paddling and tripping skills for flatwater and lake canoeing as per industry standards. This course provides a foundation for next pursuing instructor certification, and prepares students with a solid foundation for understanding and effectively managing these craft in camp and wilderness settings. Students are exposed to the rich history and modern use of canoes in Canada.

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-106  
SEA KAYAKING 2PLA***3 credits*

This course advances learning from TGA 103 toward becoming an assistant sea kayaking guide on the rugged BC Coast. A multi-day expedition allows students to apply and refine guiding skills learned elsewhere in the AG program. This is an approved guide training course with the Sea Kayak Guides Alliance of BC (SKGABC).

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-107  
SAILINGPLA***2 credits*

This course introduces students to sailing and to the role of the crew and guide in providing an enjoyable and safe sailing trip. The course is structured to teach you the skills needed for safe day-cruising in familiar waters as both skipper and crew of a sloop-rigged keelboat of six to 10 meters in moderate wind and sea conditions. Successful participants will receive their Canadian Yachting Association Basic Cruising Standard or equivalent ISPA certification.

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-110**  
**GUIDING SKILLS 2PLA***2 credits*

This course builds on the foundations of Guiding Skills 1 while further integrating leadership techniques and considerations with environmental and navigational considerations when planning and managing outdoor adventure activities to industry standards.

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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**TGA-111**  
**WILDERNESS FIRST AIDPLA***2 credits*

This course and certification is a core field requirement for most adventure tourism sectors and entry-level guide positions. This course includes CPR "C" and provides comprehensive training and certification for wilderness guides operating remote from immediate emergency medical assistance. Leadership and client pre-trip preparation with respect to contingency planning is emphasized.

**Prerequisite(s):** Admission to the Adventure Guiding Certificate Program.

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**TGA-131**  
**FIELD SPECIALTY OPTION 1PLA***2 credits, 40 hours*

This course provides credits for field skills training and/or recognized industry certification specific to an adventure guiding related discipline as described in the BC Provincial Adventure Tourism Certificate Program Standardized Core Curriculum.

**Prerequisite(s):** Admission to the Adventure Guiding Certificate Program.

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**TGA-132**  
**FIELD SPECIALTY OPTION 2PLA***2 credits, 40 hours*

This course provides credits for field skills training and/or recognized industry certification specific to an adventure guiding related discipline as described in the BC Provincial Adventure Tourism Certificate Program Standardized Core Curriculum.

**Prerequisite(s):** Admission to the Adventure Guiding Certificate Program.

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**TGA-700**  
**WORK PLACEMENTPLA**

*1 credits*

This is a two-week opportunity to show and refine abilities in a working environment while learning from seasoned professionals in the industry. In preparing for work placements, students receive guidance and feedback for fine-tuning resumes, and for ways of presenting yourself to prospective employers. Students will have the opportunity to work as an assistant guide or apprentice in a meaningful on-the-job experience

**Prerequisite(s):** Admission to the Adventure Tourism Certificate Program

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## **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.

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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.

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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.

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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.

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## **THM-119 TOURISM & HOSPITALITY - YR 1 FIELD TRIP**

*1 credit*

This field trip is specifically designed to expose students to a wide variety of operational situations encountered in an urban four or five star rated accommodation property. Students are required to stay at the property, to experience its daily operation, and to dine in a four or five star rated restaurant. In addition, students visit and tour 3 to 6 relevant urban businesses and services within the eight sectors of the tourism and hospitality industry. They are required to contrast these urban businesses and services with comparable regional/ local services and with the relevant tourism and hospitality theory studied in the classroom.

**Prerequisite(s):** C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.

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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.

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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. Students must complete Co-Operative Education Pre-Employment Seminar (EMP-100) in the Fall term as a prerequisite to this course which is scheduled in the spring term.

**Prerequisite(s):** EMP 100 plus Completion of a minimum of 24 credits towards the Tourism and Hospitality Management Diploma.

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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.

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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

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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, ENG 160 or ENG 117. May be taken as corequisites.

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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.

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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.

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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):** Completion of BUS 162, and one of BUS 100, BUS 112 or TRM 115.

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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, ENG 160 or ENG 117. May be taken as corequisites.

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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.

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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.

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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.

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## **THM-300 GLOBAL TOURISM**

*3 hours lecture, 3 credits*

Tourism is considered to be one of the world's largest industries with the potential to contribute significantly to the development of most economies. Given the pace of globalization, it is essential to understand how the global tourism system is evolving as stakeholders grapple with a wide range of opportunities, issues and constraints. Students will evaluate the policies, planning and processes needed to balance supply and demand while managing the economic, socio-cultural and environmental impacts of tourism on a destination. Through the examination of best practices of various international destinations, students will explore the tourism system and its sub-sectors including transportation, food and beverage, accommodation, attractions and entertainment.

**Prerequisite(s):** Admission into the Advanced Global Tourism and Hospitality Management Diploma/ Certificate or minimum 30 credits for non-program students. ENG 115, ENG 117 or ENG 160 must be taken in the first semester, if not already taken.

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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):**

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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):**

**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):**

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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):**

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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

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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):**

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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):**

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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):**

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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):**

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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):**

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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):**

**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):**

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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):**

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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):**

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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):**

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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):**

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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):**

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## **TMA-225 PURCHASING FOR FOOD SERVICE OPERATIONS**

*Online Distance, 1.5 credits*

In this course you will learn the role of purchasing in the provision of quality products and services in the hospitality industry. From sources and manufacturer to the guest at the table, the purchasing control point is a vital element in the food distribution chain. The course covers the latest in e-purchasing, addresses trends in purchasing and product, and features vital information on security, food safety and ethics from both the distributor's and operator's perspectives.

**Prerequisite(s):**

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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):**

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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):**

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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):**

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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

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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):**

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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):**

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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):****TRM-114**  
**FOOD PRODUCTION PRINCIPLES***3 credits*

This applied course will provide students with an opportunity to experience a dining room and commercial kitchen in operation. During this course students will learn about the managerial and service relationships required within a fine dining operation, in addition to fundamental food composition and properties, food products and preparation, and food safety and sanitation. (Food Safe Level I certification).

**Prerequisite(s):** Admission to the Tourism and Hospitality Management program or the Food and Beverage Certificate program**TRM-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 ENG 060 or 098 with a C grade or TPC 12 with a B grade or equivalent and Principles of Math 11 or Accounting 11 or NIC MAT 034, with a C grade or equivalent or successfully complete NIC assessment testing in English and Math or Acceptance into the Tourism Hospitality Management Diploma**TRM-123**  
**FINANCIAL ANALYSIS FOR THE NON-ACCOUNTANT II: CASH FLOW***1.5 credits*

This is an introductory non-technical course designed to provide an

understanding of the accounting cycle and accounting or financial information for any type of or any size of business operation. It is concerned with identifying, recording, classifying, and summarizing business transactions and preparing and understanding financial statements and financial information to allow for you to analyse what has happened, with specific emphasis upon cash flow analysis and the Cash Flow Statement.

**Prerequisite(s):** Provincial English 12 or ENG 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

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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

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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

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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

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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

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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

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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

**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

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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

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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

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**TTS-010  
TUTORING STRATEGIES FOR ESL**

This course provides a fundamental framework and practical benchmarks for experienced and inexperienced tutors. The training is comprised of theory, applied learning, mock and real world tutoring sessions. The course is designed

to provide a structured set of lessons, supporting by applied learning as tutors increase their comfort level in the role of tutor. The training provides structured tracking processes and practices for tutor activities, strategies to support learners as they achieve progressive skill development in the classroom and in their personal and professional lives. The training methodology follows the well documented model of "Instructional Theory In Practice" (ITIP).

**Prerequisite(s):**

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## **WFN-100 OCCUPATIONAL SKILLS**

*150 hours*

This course will instruct students on Oxy-Fuel Cutting and Oxy-Fuel Gouging processes equipment and their applications.

**Prerequisite(s):** Admission to the Welding Foundation Program

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## **WFN-101 OXY-FUEL CURTING & GOUGING**

*60 hours*

This course will instruct students on Oxy-Fuel Cutting and Oxy-Fuel Gouging processes equipment and their applications.

**Prerequisite(s):** Admission to the Welding Foundation Program

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## **WFN-102 FUSION AND BRAZE WELDING**

*25 hours*

Students learn to become competent in oxy-fuel fusion welding on basic joints in all positions with various metals.

**Prerequisite(s):** Admission to the Welding Foundation Program

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## **WFN-103 SHIELDED METAL ARC WELDING (SMAW)**

*211 hours*

This course teaches the student to use the Shielded Metal Arc Welding (SMAW) processes and equipment to weld a variety of materials in basic joint and weld positions.

**Prerequisite(s):** Admission to the Welding Foundation Program

**WFN-104  
ELECTRIC ARC CUTTING & GOUGING***42 hours*

This course introduces the student to electric arc cutting, gouging and related processes.

**Prerequisite(s):** Admission to the Welding Foundation Program

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**WFN-105  
SEMI-AUTOMATIC WELDING***168 hours*

This course teaches the student to become competent with semi-automatic welding equipment, components and processes for GMAW, AMAW-P, FCAW and MCAW.

**Prerequisite(s):** Admission to the Welding Foundation Program

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**WFN-106  
BASIC METALLURGY***42 hours*

This course introduces the student to the basics of welding metallurgy by covering identification of metals and steels, the production of iron and steel and the effects of heating, cutting and welding procedures on metals.

**Prerequisite(s):** Admission to the Welding Foundation Program

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**WFN-107  
WELDING DRAWINGS***67 hours*

This course introduces the student to the basics of Blueprint reading for welders.

**Prerequisite(s):** Admission to the Welding Foundation Program

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**WFN-108  
LAYOUT & FABRICATE COMPONENTS***67 hours*

This course introduces the student to interpreting drawings, sourcing materials and performing weldments using various processes and materials.

**Prerequisite(s):** Admission to the Welding Foundation Program

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**WFN-109**  
**SUBMERGED ARC WELDING (SAW)***8 hours*

This course introduces the student to SAW equipment, processes, applications and components.

**Prerequisite(s):** Admission to the Welding Foundation Program

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**WFO-030**  
**WILDFIRE CREW MEMBER**

The Wildfire Crew Member training course is an introductory course designed to give you the fundamental theory necessary to prepare for the role of a Wildfire Crew Member. Topics will include Wildfire and Wildfire Management Branch guidelines, Wildfire Preparedness and Wildfire Operations.

**Prerequisite(s):**

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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

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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

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**WJC-130**  
**WOOD FINISHING FOR JOINERY/CABINETMAKING***77 hours*

This course will enable students to safely prepare a solid wood or composite surface for finishing using edge tools and abrasives, colour wood using stains and chemicals, to select and apply topcoats by hand and by spraying, and touch up and repair damaged finishes.

**Prerequisite(s):** Admission to the Joinery/Cabinetmaking Program

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## **WJC-150 MARINE JOINERY**

*63 hours*

This course will apply the knowledge used in the design and building of furniture and cabinets to marine joinery. Design for the marine environment, material selection, joinery, and structural consideration will be covered. This course focuses primarily on interior construction with the addition of select exterior wooden components.

**Prerequisite(s):** Admission to the Joinery/ Cabinet Making Foundation Program.

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## **WLA-100 WELDING APPRENTICESHIP TECHNICAL TRAINING - LEVEL 1**

*240 hours*

The Welder Level One program is the first of three levels of apprenticeship training leading up to the Red Seal certification. The program focuses on safety, hand and power tools, oxy-fuel cutting, fusion and braze welding and shielded metal arc welding processes.

**Prerequisite(s):** Registered Apprentice with the ITA

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## **WLA-200 WELDING APPRENTICESHIP TECHNICAL TRAINING - LEVEL 2**

*240 hours*

The Welder Level Two program is the second of three levels of apprenticeship training leading up to the Red Seal certification. The program focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

**Prerequisite(s):** Registered Apprentice with the ITA

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## **WLA-300 WELDER APPR TECH TRNG - LVL 3**

*240 hours*

The Welder Level Three program is the final level of apprenticeship training leading to the Red Seal certification. The program focuses on safety, hand and power tools, oxy-fuel cutting, fusion and braze welding and shielded metal arc welding processes.

**Prerequisite(s):**

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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

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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

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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

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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

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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

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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

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**WSF-010**  
**RESPONSIBILITIES OF JOINT HEALTH AND SAFETY COMMITTEES***8 hours*

During this course students will be introduced to the Occupational Health and Safety Regulations in British Columbia. Information will be provided detailing the requirements to implement an Occupational Health and Safety program, set up Joint Health and Safety Committees, conduct safety inspections, perform accident investigations with correct reporting, review Right to Refuse Unsafe Work legislation and implement strategies for the prevention of musculoskeletal injuries.

**Prerequisite(s):** None

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**WSF-011**  
**OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS***8 hours*

This course will introduce the participants to Occupational Health and Safety program requirements and provide specific employer information regarding the requirements and responsibilities for accident investigation and reporting, management of assessment and claim costs and describes the role of the WorkSafeBC officer.

**Prerequisite(s):** None

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**WSF-012**  
**PREVENTING AND INVESTIGATING MUSCULOSKELETAL INJURY (MSI)***8 hours*

Musculoskeletal Injury (MSI) can be prevented. This course will introduce you to the causes and effects of MSI and provide you with the tools to investigate and mitigate further injury.

**Prerequisite(s):** None

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**WSF-013**  
**HAZARD RECOGNITION & CONTROL**



*8 hours*

Hazard Recognition and Control aims at helping participants identify hazards and apply effective strategies to control them in their workplace. The course will be of interest to workers, new supervisors, joint health and safety committee members, worker health and safety representatives, and business owners or operators who wish to improve health and safety knowledge in their workplace.

**Prerequisite(s):** None

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## **WSF-014 PREVENTING WORKPLACE VIOLENCE**

*8 hours*

In today's fast paced work atmosphere stress has become a major factor, sometimes leading to violence in the workplace. Learn to spot the signs of workplace violence before it erupts. Students will develop skills to assess for the risks of violence, identify and implement preventative procedures and design a workplace violence prevention workshop. This course would be suitable for any industry of business that wants to set up a workplace prevention program.

**Prerequisite(s):** None

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## **WSF-015 SUPERVISOR SAFETY MANAGEMENT**

*8 hours*

All workers are responsible for their safety on the job. Supervisory personnel have specific responsibilities and require skills to effectively ensure a safe work site. Learn the functions of the WorkSafeBC Officer, learn how to conduct risk assessment and control in the workplace; communicate effectively with your crew; perform safety inspections and perform accident investigations as part of your job responsibilities.

**Prerequisite(s):** None

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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.

**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

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**WSF-024****CONFINED SPACE PRE-ENTRY - ONLINE**

This detailed and interactive online course provides a basic understanding of confined spaces in the workplace, legislation that governs them and the hazards associated with entering them. Please note: You must complete this course within 30 days. Email address required.

**Prerequisite(s):**

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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

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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

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## **WSM-400 WELDER SPECIALTY METALS ENDORSEMENT**

The Specialty Metals Endorsement is an optional 5 week program that Red Seal certified welders may pursue as an additional level of specialty training in low alloy and stainless steel welding. Upon successful completion of this technical training, an ITA exam and 900 work-based hours a "Specialty Metals Endorsement" will be affixed to the welders existing Certificate of Qualification.

**Prerequisite(s):**

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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

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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

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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

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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

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## **WSR-070 WELDING SKILLS DEVELOPMENT - 4 WEEKS**

*120 hours*

This four week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):** Completion of welding apprenticeship or C Level and Instructor Permission

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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

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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 096, ENG 098, or ESL-090, or Provincial English 12, or placement testing.

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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 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

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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-096, ENG 098, or ESL 090, or Provincial English 12 or placement testing

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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